



## **Academic Year College Mentor Job Description**

### **Upward Bound Description:**

The program provides opportunities for participants to succeed in their pre-college performance and ultimately in their higher education pursuits. Upward Bound serves high school students from low-income families and/or from families in which neither parent holds a bachelor's degree.

### **Purpose and Details of Position:**

College Mentors provide support, encouragement, and mentoring to program participants throughout the academic year. College Mentors will interact with program participants in two main ways: through Saturday Session events and college visit trips. Pay rate is \$11.00/hour for Saturday Sessions and a stipend for college visit trips.

### **General Duties and Responsibilities:**

- Participate in Saturday Sessions held one day each month (typically, from 8 am – 2 pm) in the academic year
- Responsibilities on Saturday Sessions may include: picking up and/or dropping off students at designated locations, participating in panel on topics associated with being a college student, assisting in facilitation of session, etc.
- Aid in supervision of participants on college visit trips
- Build community amongst participants
- Other duties, as assigned

### **Job Qualifications:**

- Grade point average of 3.0 or higher
- Experience with high school aged students, preferred
- Previous experience with Upward Bound or other TRIO programs, preferred
- Preference given to candidates who are low-income and/or first-generation college student

# Simpson College Upward Bound Academic Year College Mentor Job Application

## PERSONAL INFORMATION

Full Name: \_\_\_\_\_ Preferred First Name: \_\_\_\_\_

Gender: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email address: \_\_\_\_\_

Local Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Major: \_\_\_\_\_ Grad Year: \_\_\_\_\_ GPA: \_\_\_\_\_

## REQUIRED DOCUMENTS/ACTIONS

- ☐ **Cover Letter** - expressing interest in position and relevant experience(s)
- ☐ **Current Resume** – be sure to list any special training you have received (CPR, First Aid, etc.) and involvement in campus or communication organizations
- ☐ **Two Recommendations** (see attached reference sheet)  
Please list the two persons whom you are asking to submit references in your behalf. The recommendations must be from a recent employer, volunteer advisor, or an administrator, faculty member or a staff member.

	<u>Name</u>	<u>Title</u>	<u>Phone</u>
1.			
2.			

### ☐ Responses to the two following questions:

1) Please describe any previous teaching or tutoring experience, including the age range of students and course content area(s).

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2) What personal characteristics do you recognize in yourself as needing improvement?

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*The information supplied in this application is correct to the best of my knowledge. I have read the Upward Bound Job Description supplied with this application and agree to comply with all requirements should I be offered and selected as Tutor/mentor.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

# SIMPSON COLLEGE



## RECOMMENDATION FOR SIMPSON COLLEGE UPWARD BOUND

Simpson College Upward Bound is a federally funded program designed to generate academic skills, motivation and life skills which will enable students to complete high school and to successfully enter a college program of their choice. We appreciate your willingness to take the time and effort to recommend this potential tutor/mentor for our program to serve out students. **PLEASE RETURN TO:** Reahna Singleton, Administrative Assistant for Simpson College Upward Bound. 711 N. D Street -- Indianola, IA 50125. Office: (515) 961-1210 E-mail: reahna.singleton@simpson.edu

### Student Completes the Top Portion

\_\_\_\_\_ is applying for a Tutor/Mentor position in the Simpson College Upward Bound program. Tutor/Mentors will provide supervision, support, encouragement, mentoring and tutoring to program participants throughout the Academic Year.

Under the terms of the Family Educational Rights and Privacy Act of 1974, applicants have the right to review recommendations. Please indicate if you wish to waive or retain this right.

\_\_\_\_\_ I wish to RETAIN my right to review this recommendation.

\_\_\_\_\_ I wish to WAIVE my right to review this recommendation.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### Reference Completes the Bottom Portion

Reference Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_ How long have you known student? \_\_\_\_\_

Please rate the student in the following areas based on your observations:

	Excellent	Good	Average	Low	Not Observed
Basic Academic Skills					
Motivation & Interest					
Leadership Qualities					
Responsibility & Maturity					
Communication Skills					
Interpersonal Skills					

What are this student's strengths?

What are this student's limitations?

Please note any other information that would be helpful in our consideration of this student. Any additional comments.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Position/Title \_\_\_\_\_

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