



Summer 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:

The College Mentor provides supervision, support, encouragement, and mentoring to participants during the summer Upward Bound program.

Upward Bound programming for Summer 2023 will be delivered via a hybrid model for students entering 9-12 grade. These students will participate in classes both virtually and in-person. Graduated high school seniors will live on campus and enroll in a Simpson course.

Additionally, students will engage in fun, social, in-person activities on the days they are on campus. College Mentors will live on Simpson's campus for the duration of the six-week program.

College Mentors receive a stipend totaling \$2,500.

Duties and Responsibilities:

- Actively participate in and successfully complete College Mentor training
- Provide support to instructors during academic classes
- Plan, organize, and carry-out enrichment activities and small group meetings
- Assist Upward Bound staff with carrying out on-campus activities
- Build community amongst participants
- Complete required documentation, including tracking student attendance and participation
- 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 from low-income and/or first- generation college student

Simpson College Upward Bound Summer 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) Upward Bound College Mentors facilitate enrichment courses for our participants. Describe how any hobbies or interests you have could be incorporated into enrichment activities.

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

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 College 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 College Mentor for our program to serve out students. **PLEASE RETURN TO:** Reahnna Singleton, Administrative Assistant at Simpson College Upward Bound. 711 N. D Street -- Indianola, IA 50125. Office: (515) 961-1210 E-mail: reahnna.singleton@simpson.edu

Student Completes the Top Portion

_____ is applying for a College Mentor position in the Simpson College Upward Bound program. College Mentors will supervise local high school students on a residential basis during a six-week program on Simpson's campus. They will also assist instructional staff with core content and facilitate enrichment activities.

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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