

approved

STUDENT LABOR POSITION DESCRIPTION

Most Recently Updated 03/11/99

Position Title: Student Tutor-Counselor, Summer Only, Labor-Only
Must work 40 hrs/wk.

1 Grade Level: Labor-Only

2a Description: The following are the essential duties for a Summer Tutor-Counselor in the Trio Program-Upward Bound:

- A. Live in dormitory with high school students participating in program for seven and one-half weeks.
- B. Supervise and counsel a maximum of eight students.
- C. Assist the director of one of four academic centers by attending class sessions, working with students individually, and working with students in small groups for the purposes of research, writing, and class presentations.
- D. Teach and design one Special Skills class.
- E. Perform other job-related duties as assigned.
- F. See that the workplace and environs are clean.

2b Description: The following are *possible additional* duties for this position:

- A. Transport students for UB-sponsored activities.

3 Learning Opportunities:

- A. Increase skills and empathy for working with youth.
- B. Improve teaching skills.
- C. Learn problem-solving and crisis management skills.
- D. Improve teamwork abilities.

4 Basic Qualifications:

- A. General: Understanding of group process; a high degree of empathy with students whom Upward Bound serves; understanding of group process; experience in handling responsibility and decision making; high tolerance for stress and ambiguity; ability to work with people very different from oneself; ability to forego personal desires on occasion for the benefit of the group and the on-going program.
- B. Skill: Teaching ability and skill in one of the "Special Skills" areas: art, dance, music, pottery/ceramics, drama, human relations, communications, foreign language, reading, writing, sports, technology, computers, crafts, industrial arts, math/science, or team sports (see Upward Bound Program office for specific skills within each Special Skill area).
- C. Physical: Good physical and emotional health.
- D. Academic: See 4b., above, for listing of Special Skills areas; some of these require academic qualifications.

5 Desirable Qualifications:

- A. Skill in more than one of the Special Skills areas; see 4b. above.
- B. Standard First Aid course completion and certification.
- C. Lifeguarding certification (ARC or WSI preferred).
- D. Driver's licence certification.

6 Narrative Summary : Student supervised, counseled, and lived with high school students in a summer-camp setting on the Berea College campus in the Upward Bound program for seven and 1/2 weeks. Student taught one course in a special skill area (one of the craft or performing arts or social sciences, a foreign language, computers/technology, sports). Student participated in fostering group process and was required to make responsible decisions quickly on a regular basis.