



STUDENT JOB DESCRIPTION

JOB TITLE: TRIO Upward Bound Tutor

WORK AREA: Yellow Medicine East high school

HOURS: 4-6 per week

TYPICAL WORK HOURS Daytime Evening Weekends
(Check all that apply)

JOB RESPONSIBILITIES/DUTIES: The primary objective of these positions is to ensure the well-being of up to 60 students in grades 9-12, with regard to health, safety, morale, discipline, interpersonal relationships within the group, and application to studies. Tutors are expected to work with and tutor students after school at the high school from 3-5 pm or as available. Some academic counseling may occur. Possible travel opportunities.

QUALIFICATIONS: Applicants must be a college student with a strong academic record and a valid driver's license. Preference will be given to candidates who have:

- Strong math and science background
- Experience working with low-income, first generation students
- Have tutoring and/or mentoring experience.

Will this position require any driving of Minnesota West owned vehicles or a personal vehicle?

Yes No

If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.

ALL WORK STUDY EMPLOYEES WILL RECEIVE A PERFORMANCE REVIEW UPON COMPLETING 40 WORK HOURS.

WAGE RATE: \$15.00 per hour

NUMBER OF STUDENTS NEEDED:

1-2_ Academic Year ____ Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Marlen Cervantes, MN West or Amy Nemitz, Southwest Minnesota State University

Location: Granite Falls, MN

Phone: 507-825-6854 or 507-537-7376

Email Address: marlen.cervantes@mnwest.edu or amy.nemitz@smsu.edu

Off Campus Positions:

Department: TRIO/Upward Bound Mailing Address: 1501 State Street Start Date: as soon as possible
Marshall, MN 56258