INSTRUCTOR/TUTOR
UPWARD BOUND
University of Hawaii at Hilo

**Duties:** Assess the educational needs of participants and provide instruction and tutorial assistance in requisite subject area(s). Subject areas may include one or more of the following: English (Reading, writing, literature, library research, etc.); Mathematics (basic math, algebra, geometry, trigonometry, pre-calculus, calculus, etc.); Science (biology, botany, chemistry, physics, environmental, marine, etc.); and select electives (computers, foreign language, learning skills, life skills, career guidance, journalism, etc.). In addition, duties may include mentoring, advising, college prep planning and fieldtrip planning, preparation and chaperoning. Instructors are to evaluate the progress and performance of each student, complete reports, attend training sessions, meet with Program Coordinator and Director as needed, and perform other duties as assigned.

**Minimum Qualifications:** Bachelor degree; teaching experience at the secondary or college level in two or more of the aforementioned subject areas; demonstrated ability to work, and communicate orally and in writing with economically disadvantaged but academically aspiring high school students; and, able to work autonomously and as a member of a team. Must have a valid driver’s license and able to work with students at target schools. **NOTE:** Because this position works with minors, the potential employee must successfully pass the State of Hawaii mandated criminal background check.

**Preferred Qualifications:** Extensive success teaching and tutoring under-prepared students who maybe under-represented in higher education institutions; and, success overcoming economic, academic and sociological barriers similar to those encounter by target population to obtain a bachelor or advanced degree.

*The University of Hawaii is an EEQ/AA Employer D/M/V/W*