TUTOR
UPWARD BOUND
University of Hawaii at Hilo

Duties: Provide tutoring, academic advising, college and career planning services to students at assigned high schools throughout the school year; write reports on tutoring sessions; help plan and implement monthly Saturday Academies, special activities and projects assigned by the staff; participate in the program's in-service training sessions; and evaluations; drive to high schools on a weekly basis; and perform general office work and other duties as assigned.

Minimum Qualifications: Demonstrated successful college going experience, extensive subject knowledge and demonstrated ability to tutor high school students in one or more of the following high school subjects: English, Science, Language Arts, and Mathematics. Demonstrated ability and desire to communicate and work with economically disadvantaged and/or academically under-prepared high school students, as well as the ability to effectively communicate with co-workers, school personnel, university community, and the public in general. Must be in good academic standing (3.0 gpa in all subject areas, in which you will tutor), possess a valid driver's license, and be able to work afternoons, evenings and/or weekends. NOTE: Because this position works with minors, the State of Hawaii law mandates that a potential employee pass the criminal background check. Desirable Qualifications: Prior successful tutoring experience, experience working with and supervising high school students, and personal experience in overcoming academic or economic barriers similar to those experienced by Upward Bound's target population to obtain a postsecondary education.

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