

**RI College Upward Bound Program
Academic Year – Tutoring Positions in Mathematics & Science
Job Description for Undergraduate Students**

**Math: Geometry, Algebra II, College Mathematics, Trigonometry, Calculus
Science: Biology, Human Anatomy, Chemistry, Physics, Physical Science, Environmental Science,
Forensics**

Essential Job Functions:

- Tutor assigned student(s) in the specific subject area to increase their content/concept mastery.
- Motivate students to build better learning, note taking and test taking strategies.
- Utilize varied approaches to accommodate students with different learning styles.
- Confirm understanding of concepts by having students demonstrate mastery, i.e. problem solving exercises
- Identify and use supplemental teaching materials (i.e. sample exercises, textbooks, etc.) to ensure that each session is productive. In other words, if students don't bring homework or assignments to a tutoring session, the tutor should be able to use those supplemental materials as the basis of the goals for the day.
- Submit a record of students' progress, feedback and school performance according to program guidelines and schedule.

Required qualifications:

- Upper-class college student with a minimum GPA of 3.0 in a program of study that confirms academic proficiency in at least one of the subjects for which the Upward Bound Program offers tutoring.
- Proven experience and ability to tutor adolescents from diverse backgrounds, academic needs and abilities, particularly experience working with first-generation college bound students who come from low-income families and are evaluated to be under-achieving students.

Preferred qualifications:

- Bachelor's Degree in related field and/or Teaching Certificate with knowledge and skills which correspond with the subject areas being tutored.

Skills, Knowledge and Abilities:

- Strong character and maturity level.
- Strong interpersonal skills, organizational, communication, leadership, and problem-solving skills
- Able to work independently and effectively with others

Employment Schedule & Payment

Schedule: tutors will meet at least one hour, once per week as scheduled with assigned students during semester; sessions will be either in group or private format; specifics for each assignment vary

Average Number of Hours Per Week: not to exceed 10

Rate of Pay: varies based on skills, experiences, and program needs; range will be \$10.10 - \$15 per hour

Note: Before employment can be finalized, individuals offered positions must receive a positive National Criminal Background Check (BCI) report and submit specific forms required by the RI College Human Resources Office.