

St. Olaf College TRIO Upward Bound

Tutor Job Description

Job Description:

1. Provide tutoring in St. Paul Public Schools to students who are low-income, first-generation, and college bound.
2. Tutor TRIO participants in a variety of curriculum areas; in small groups, individually, and/or in a classroom setting.
3. Assist TRIO Academic Advisors with providing academic planning, college planning, and career exploration services, as needed.
4. Assist TRIO Academic Advisors with providing classroom workshops, career assessments and clerical tasks, as needed.
5. Maintain necessary documentation including tutoring logs, copies of completed assignments, contracts, and year-end evaluations.
6. Communicate with the TRIO Tutor Coordinator on a regular basis.

Skills Needed:

1. Ability to establish rapport with students from diverse multicultural backgrounds
2. Ability to work independently and complete duties as assigned
3. Ability to develop good rapport with school counselors, teachers, and TRIO Advisors
4. Ability to communicate proactively to determine students' needs, goals, and academic progress
5. Must be consistent and able to work regularly scheduled hours (one semester commitment)
6. Preference given to eligible drivers of St. Olaf van. Must be willing to drive if eligible.

Additional Comments:

TRIO Upward Bound has tutoring needs in St. Paul schools on Tuesdays, Wednesdays and/or Thursdays from 2:00-6:00 pm.

Each group of tutors work for a 4-hour time period on their day(s) of the week. This allows for your travel time to and from the schools using the St. Olaf vans.

Interested candidates must complete the application available on our website. Please contact the UB tutor coordinator, Tendor Norbu, at norbu1@stolaf.edu with any questions.

Application reviews begin immediately.