**TRIO and Precollege Summer Mentor/Tutor**

**Position Description:** Summer Program 2018

The UW-Green Bay TRIO and Precollege Programs are comprehensive academic and personal support programs designed to encourage and motivate first-generation, low-income middle and high school students to pursue and succeed in postsecondary education. They work to develop in students those skills and attitudes essential for success in educational programs beyond the high school level. During the Summer Program, Mentor/Tutors will be responsible for motivating students to develop their maximum potential, to actively participate in all program activities, and to assist students with developing mature social, interpersonal, and independent college-level living skills.

**Staffing Needs:** For the summer 2018 TRIO & Precollege programs we will be hiring both male and female staff members (it is preferable to have a staff person work both programs and be employed for the full 8 weeks) – see below for specific dates and salary for each of the sessions.

**Supervisors:**

* Director of TRIO and Precollege (Michael Casbourne)
* TRIO Advisors (Myra Gilreath, Ann Larscheid and Lia Xiong)

**Qualifications:**

* Completed two years/60 credits of postsecondary education with a minimum GPA of 2.75
* Coursework in education/instructional methods preferred (for day shift applicants)
* Previous experience working with middle and/or high school students in a summer camp and/or residential environment is preferred
* Proven ability to relate well to students from non-traditional backgrounds
* Proven ability to work as part of a team
* High degree of maturity and responsibility

**General Duties & Responsibilities may include, but are not limited to:**

**Day Shift:**

* Assist teacher with the delivery of the selected curriculum
* Assist in evaluating students’ strengths, weaknesses and continuing needs
* Teach one class period per week (if staff is pursuing an Education degree)
* Supervise study tables and provide tutoring in science, math and academic skills as scheduled
* Assist in grading student work and in evaluating and remediating student writing skills
* Participate in staff meetings (1-2 per week)

**Evening/Weekend Shift:**

* Supervising students during scheduled program activities
* Actively participating in program, recreation, and special events/activities
* Becoming certified (or re-certified) in CPR and first aid
* Providing informal non-crisis personal advising to students
* Assisting students with conflict resolution and problem-solving
* Providing supervision at assigned meal services
* Providing basic tutoring and homework assistance
* Maintaining required records (i.e. check-in/check-out, room inventories, etc.)
* Chaperoning students on field trips
* Participating in daily and weekly staff meetings
* Maintaining a disciplined, safe, caring, and fair environment for students during their residency
* Other duties, as assigned by the Director or Advisors

***NOTE:*** *As part of the 6 weeks of TRIO programming, TRIO Mentor/Tutors may be scheduled to work a three-day, two-night off campus trip during the second week of August (Upward Bound - UB).*

**A Summer Mentor/Tutor’s typical day may consist of the following:**

**Day Shift:**

* Accompanying the students to breakfast
* Attending class with assigned cohort of students
* Eating lunch with the students
* 2-hour break
* Assisting in study hall or science labs
* Assisting TRIO and Precollege staff with afternoon workshops, as needed

**Evening/Weekend Shift:**

* Eating dinner/assigned meals with the students
* Distributing medication and administering minor first aid
* Providing supervision and tutoring for after-dinner study or other programmatic activities
* Accompanying students to recreational activities and assisting with supervision
* Checking on students at curfew
* Chaperoning/supervising students at off-campus events/activities

**Hours of Time Commitment:**

* All positions are provided with some meals plus a salary
  + Meals are only provided while staff are on duty and supervising students
  + Salary is **approximately $350/week**, based on hours worked (**$9.00/hour**)
* All Mentor/Tutors are considered full time employees and will be scheduled and paid accordingly
  + Staff will work an average of 40 hours per week
  + Staff will be off at least two days per week; every effort is made to give two consecutive days off
* Staff will work in shifts that may include mornings, evenings, and weekends; staff will be scheduled as needed to ensure adequate supervision of students. Applicants can note which days of the week and shifts they prefer as part of the job application.
* **To provide equity in hours worked and salary, staff will not have consistent week-to-week schedules.** 
  + Staff will be informed of their 8-week or 6-week schedules before programming begins.

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| **Shift** | **Hours** | **Description / Notes** |
| **Daytime shift** | 7:00am-5:00pm | * Assist core subject teachers throughout the class day * Daytime staff are off from 1:00pm-3:00pm Monday-Wednesday. * Staff are generally off from 1:00pm-3:00pm on Thursdays, with a few scheduled exceptions during the course of the summer programs. |
| **Evening shift** | 5:00pm-11:00pm | Supervise free time at residence halls and recreational areas of campus, chaperone field trips |
| **Weekend shift** | 7:00am-11:00pm (variable) |
| ***Overnight shift***  ***(separate position)*** | *10:30pm-8:30am* | *Light office work, building rounds, etc. – please see separate job posting and description for a full explanation of duties* |

**Important 2018 Dates:**

* June 13—15 Staff Training/Orientation
* June 17 Precollege students move in, student orientation
* June 17—June 29 Precollege Summer Session (2 weeks)
* July 1 TRIO students move in, student orientation
* July 1—August 11 TRIO Summer Session (6 weeks)

*For more information about TRIO programs, please contact Michael Casbourne at (920) 465-2663 (*[*casbourm@uwgb.edu*](mailto:casbourm@uwgb.edu)*), Myra Gilreath at (920) 465-2515 (*[*gilreatm@uwgb.edu*](mailto:gilreatm@uwgb.edu)*), or stop in the Office of TRIO and Precollege Programs, SS1721 on campus, or visit our web site:* [*uwgb.edu/trio-precollege*](http://www.uwgb.edu/trio-precollege/)