

# ACADEMIC TUTORS NEEDED!



[www.aaceupwardbound.org](http://www.aaceupwardbound.org)

**Academic Year 2005 - 2006**

**AACE UPWARD BOUND** is a federal, pre-college **TRIO** Program funded by the U. S. Department of Education. The program's goal is to assist and prepare high school students from low-income backgrounds who are first-generation college students in their pursuit of postsecondary education. AACE Upward Bound operates a year-round program during the academic year and during the summer. AACE Upward Bound serves students attending one of the following high schools in the San Francisco Unified School District (SFUSD): Balboa, George Washington, Galileo Academy of Science & Technology and International Studies Academy (ISA).

**JOB SUMMARY:** Under the supervision and guidance of the Upward Bound Assistant Director, Academic Tutors will be responsible for providing academic support and assistance to high school AACE Upward Bound participants during the academic year 2005 - 2006. Areas for academic support include: Composition/Literature; Math (Algebra through Calculus); Sciences (Biology, Chemistry, Physics); and Foreign Language (Chinese, Japanese, Spanish). Looking for tutors who will utilize creative and innovative methods to help Upward Bound students with their coursework during the tutorial program. Tutoring is offered after school, Monday, Tuesday, Wednesday and Thursdays from 3:30pm to 6:30pm at the AACE Upward Bound office and other satellite locations.

**SALARY/PAY:** \$10.00 - \$12.00/hour depending on experience

**QUALIFICATIONS:**

*Education* – BA/BS in a related subject area (composition, sciences, mathematics, etc.) or equivalent preferred. *Current college students with successful completion of 2 years of college OR junior status will be strongly considered if combined with experience in a similar pre-college summer program (Upward Bound or EOP Summerbridge, or STEP Program experience preferred).*

*Experience, Knowledge & Abilities* - 1 or more years working with high school youth in a similar educational/academic setting. Experience tutoring students is preferred. Bilingual/bicultural preferred, but not necessary. Team player with demonstrated ability to effectively work with youth from diverse ethnic and socio-economic backgrounds. Cultural awareness and sensitivity a major plus. Strong communication skills an asset.

**APPLICATION INFORMATION:**

Applicants **MUST** submit the following in order to be considered:

- \*Cover letter expressing interest
- \*Resumé
- \*Name, e-mail address and phone number of 3 professional references
- \*Current academic transcript

**E-MAIL MATERIALS TO:**  
**Winnie@aaceupwardbound.org**  
**Attn: Winnie Fung, Assistant Director**

**or submit by U.S. Mail to:**  
**Winnie Fung, Assistant Director**  
**AACE UPWARD BOUND**  
1596 Post Street, 2nd Flr. San Francisco, CA 94109-6511  
**Attn: Academic 05-06 Tutor Positions**

***DEADLINE FOR SUBMISSION: IMMEDIATE***

PLEASE NOTE: Upon completion of the recruitment process, candidates selected will be required to present for verification: proof of identity and eligibility to work in the United States. In addition, selected candidates will be asked to present a copy of their most recent academic transcript/record. As per guidelines established by the Japanese Community Youth Council, fiscal agent for AACE Upward Bound, all employees will be required to be fingerprinted and must agree to a background check.

*AACE UPWARD BOUND and its fiscal agent, the Japanese Community Youth Council, actively seeks to hire and promote individuals, recruit volunteers and provide services to individuals without regard to race, color, sex, sexual orientation, religious creed, national origin, age, marital or veteran status, or presence of non-job related medical conditions or handicaps.*