



## **Tutor Mentor Application**

The TRIO Upward Bound program at West Virginia University Institute of Technology in Beckley, West Virginia serves 90 students in Fayette County each academic year. The TRIO UB Program is funded through a grant by the United States Department of Education. Participants in the program will be the first in their family to earn a bachelor's degree and/or come from a low-income background. Those selected to participate in the program receive a variety of services that will prepare them for postsecondary education.

During the summer, sixty program participants live on campus for five weeks taking courses led by university faculty or highly qualified teachers to prepare them for the upcoming academic year. In addition, participants take elective courses led by faculty as well as Tutor Mentors. Evening activities expose participants to a variety of cultural, personal and social activities. During the sixth week of the summer program participants, Tutor Mentors and TRIO UB staff take part in a multi-day cultural enrichment trip to Nashville, TN and undergraduate campus tour experience.

Tutor Mentors receive compensation for training and live on campus with program participants. In addition, the program covers the cost of meals in the Bear's Den for Tutor Mentors. All costs are covered for programming as well as the cultural enrichment and undergraduate tour experience in Nashville. Program participants leave each Friday of the summer program by 5:00pm and return on Sundays between 5:00pm - 6:00pm.

### **Job Qualifications**

- Minimum 2.50 Cumulative Grade Point Average
- Enrolled in a four-year college or university
- College Credit level of Sophomore or higher
- Cannot be enrolled in any college courses during the entirety of the summer program
- Experience supervising youth preferred
- Ability to tutor participants in one of the following areas: communication, English, mathematics, chemistry or biology

### **Important Dates**

*Tutor Mentor Training: Sunday, June 7, - Friday, June 12, 2020*

*Summer Program: Sunday, June 14 - Friday, July 24, 2020*

**Applications are due by Friday, March 13, 2020.**



## **Tutor Mentor Job Description**

Tutor Mentors serve as the backbone of a successful summer program. It is a huge responsibility but is also very rewarding at the same time. Tutor Mentors are responsible for program participants and represent the WVU Tech TRIO Upward Bound program from Sundays at 4:00 pm till Friday at 6:00pm. While Tutor Mentors are off duty during the weekend, they are still active employees of the program. Training is **REQUIRED** for all Tutor Mentors. Mentors live on campus and will prepare their respective floors for the program as well as closing out the summer program.

Mentors will have regularly scheduled duty on their respective floors where they will answer the duty phone, maintain order in the halls and respond to student questions as well as any issues that arise. Tutor Mentors will meet daily as a staff to discuss any issues that have arose from the day prior as well as discuss upcoming activities. Good communication skills are required for this position. Keeping your colleagues informed ensures the safety of program participants as well as a successful summer program.

Tutor Mentors will be asked to lead or assist with elective courses during the course of the summer program. Elective courses can range from physical fitness to a foreign language. Mentors may also be asked to tutor participants in required coursework such as mathematics. In addition, Mentors will supervise program participants on all evening activities, off-campus trips as well as the cultural enrichment and undergraduate campus tour experience in Nashville, Tennessee.

**Salary: \$1,800**

### **Important Dates**

*Tutor Mentor Training: Sunday, June 7, - Friday, June 12, 2020*

*Summer Program: Sunday, June 14 - Friday, July 24, 2020*

Return your application to:

Andrea Fordyce, Administrative Associate  
West Virginia University Institute of Technology  
TRIO Upward Bound  
410 Neville Street  
Benedum Center, G2  
Beckley, WV 25801

If you have any questions, please contact us at 304-929-1290 or [TechTRIOUB@mail.wvu.edu](mailto:TechTRIOUB@mail.wvu.edu).



## Tutor Mentor Employment Application

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Street Address City State Zip Code

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_

Street Address City State Zip Code

Are you currently enrolled at West Virginia University Institute of Technology? ☐ Yes ☐ No

If not, where are you currently enrolled? \_\_\_\_\_

Academic Standing: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Major: \_\_\_\_\_

Minor: \_\_\_\_\_

Are you currently or were you a member of a TRIO program? ☐ Yes ☐ No

If yes, what program? ☐ Educational Opportunity Center ☐ McNair Scholars  
☐ Student Support Services ☐ Talent Search ☐ Upward Bound  
☐ Upward Bound Math Science ☐ Veterans Upward Bound

What institution hosted the TRIO program? \_\_\_\_\_

What do you know about Upward Bound? \_\_\_\_\_

Why are you interested in being a Tutor Mentor for the WVU Tech TRIO Upward Bound program?

If given an opportunity to instruct an elective course during the summer program, what would you feel comfortable teaching? \_\_\_\_\_



### Previous Work History

Name of Employer: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address

City

State

Zip Code

Job Title: \_\_\_\_\_ May we contact this employer? \_\_\_\_ Yes \_\_\_\_ No

Work Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address

City

State

Zip Code

Job Title: \_\_\_\_\_ May we contact this employer? \_\_\_\_ Yes \_\_\_\_ No

Work Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name of Employer: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address

City

State

Zip Code

Job Title: \_\_\_\_\_ May we contact this employer? \_\_\_\_ Yes \_\_\_\_ No

Work Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

If you have additional work experience, please attach it your application.



## References

List three professionals, not related to you, as references. One reference must be a professor.

### Reference One

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address

City

State

Zip Code

Office Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

How long have you known this reference? \_\_\_\_\_

### Reference Two

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address

City

State

Zip Code

Office Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

How long have you known this reference? \_\_\_\_\_

### Reference Three

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address

City

State

Zip Code

Office Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

How long have you known this reference? \_\_\_\_\_