

Employment Announcement

Applications are now being accepted for Teaching Faculty, Resident Advisors, and Instructional Assistants for the Pre-College Institute Programs at San Diego State University.

Program participants are provided with fast-paced intensive academic coursework and other personal enrichment activities within a residential setting. The Pre-College Institute seeks to inspire and instruct qualified 10th through 12th grade students to prepare for higher education. Our goal is to provide a variety of services that are designed to prepare students for the academic, psychological and social rigors of college life.

Applications may be obtained by calling or writing:

Upward Bound Programs
San Diego State University
San Diego, CA 92182-1103
Phone: (619) 594-6451
E-mail: upwardbound@projects.sdsu.edu
<http://pci.sdsu.edu>

Applications can be picked up at the following SDSU locations:

Professional Studies & Fine Arts Building, Room 141

**Personal interviews are
required of all applicants**

San Diego State University maintains and promotes a policy of non-discrimination and non-harassment on the basis of race, religion, color, sex, age, disability, marital status, sexual orientation, and national origin.

The affirmative Action Program is a University effort affecting every level of activity. The policy stands as a statement of this University's moral commitment to the right of all persons to equal opportunity in a non-discrimination, harassment-free atmosphere.

San Diego State University places high priority of that objective and expects all members of the University to support this policy fully. Refer to the General Regulations section for the California State University policy pertaining to non-discrimination.



About Upward Bound

Pre-College Institute
Cynthia D. Park, Ph.D.
Executive Director

Upward Bound Classic provides academic enrichment experiences to 10th, 11th, and 12th grade students at Mar Vista, Castle Park, Southwest, Morse, and Mt. Miguel high schools.

Upward Bound STAR provides academic enrichment experiences to 10th, 11th, and 12th grade students who speak English as their second language at Crawford, El Cajon Valley, Hoover and San Diego high schools.

These programs also conduct a six-week Summer Residential Program in which students take courses and live in the campus residence halls.

For more information contact Sam Cortez at (619) 594-1683 or e-mail: scortez@projects.sdus.edu.

The enclosed materials were compiled through a grant from the US Department of Education. However, the contents have not been reviewed by the Department and no endorsement should be inferred.

For the 2007-08 program year:

The Upward Bound Classic Program is 98.14% federally funded at \$368,761 and 1.86% funded from nonfederal sources at \$7,000.

The Upward Bound STAR Program is 98.03% federally funded at \$293,163 and 1.97% funded from non-Federal sources at \$5,900.



Pre-College Institute

Summer Employment Opportunities

Two Summer Residential Programs

Upward Bound Classic

Upward Bound STAR



**SAN DIEGO STATE
UNIVERSITY**

Teaching Faculty

The Pre-College Institute is seeking faculty to provide academic instruction to low-income, first generation, college bound high school students. The goal of the six-week Summer Residential Program is to prepare these students for the academic, psychological and social rigors of college.

Responsibilities

- Attend pre-program staff training and weekly staff meetings.
- Develop course curriculum, syllabus and integrated lesson plans.
- Participate to the fullest extent possible in social/cultural field trips.
- Supervise and utilize a classroom Instructional Assistant.
- Maintain attendance and performance records (academic & behavioral).
- Develop and implement a grading and evaluation system.

Qualifications

Secondary teaching credential or Masters Degree or higher in one of the following subjects areas: biological or physical sciences, English, computer science, social science or mathematics; experience teaching at secondary level (10th, 11th, or 12th grade) or above; prefer experience with participant population (high school or above); sensitivity to students from diverse ethnic backgrounds; ability to develop and implement integrated curriculum and course syllabi.



Instructional Assistant

The Pre-College Institute employs twelve (12) Instructional Assistants to assist high potential, high school students to prepare for success in college. Instructional Assistants work directly with credentialed teachers in the summer program.

Responsibilities

- Attend pre-program faculty / staff orientation, training sessions and weekly staff meetings.
- Take initiative and assist teachers and students at all times in assigned classes.
- Assist teacher with completion and submission of attendance sheets and daily subjects covered: assignment sheets and grading, when directed.
- Tutor and assist students during afternoon tutorial session (3:00 – 5:30 p.m.).
- Participate to the fullest extent possible in the program's social and cultural events.

Qualifications

Applicants must have completed successfully at least two years of college work and have good academic standing in a summer program-related subject or major: biological sciences, English, social science, computer science, mathematics; instructional, tutorial and/or classroom experience working with low-income students is highly desirable; the patience and ability to communicate effectively, to explain clearly subject matter to students, and the sensitivity, respect and understanding of the needs of academically disadvantaged, ethnically diverse high school students.



Resident Advisor

The Pre-College Institute employs eighteen (18) Resident Advisors (RA's) to supervise and advise high school students during our six-week Summer Residential Program. The Institute's goal is to assist high potential, high school students to prepare for success in college. Each RA is assigned 12–14 students. Room and Board is included as part of the compensation for the position.

Responsibilities

- Attend pre-college faculty / staff orientation, training sessions and daily / weekly staff meetings.
- Contribute and work toward building collective and harmonious working relationships.
- Participate and assist in the organization and implementation of all social, cultural and recreational events.
- Provide academic and personal guidance to assigned students.

Qualifications

Applicants must have completed successfully at least two years of college work at an academic, accredited institution; the ability to communicate constructively and effectively; the sensitivity, respect and understanding of the needs of economically and academically disadvantaged, ethnically diverse high school students and staff; possess the commitment and stamina to participate in potentially stressful personal interactions and situations. Experience working with low-income students in a residential setting is highly desirable.

