

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE
TEMPORARY POSITION DESCRIPTION**

POSITION TITLE: Upward Bound College Mentor

DEPARTMENT/LOCATION: TRiO Department

BASIC FUNCTIONS: Norco College Upward Bound seeks Upward Bound College Mentors to supervise and advise high school students during our summer program. Upward Bound College Mentors will lead students in enrichment activities with a social skill-building focus. Upward Bound provides academic and enrichment activities to 60 high school students who come from low-income families where neither parent has earned a bachelor's degree. Through this position, Upward Bound College Mentor's will enhance leadership, organizational, problem-solving and communication skills in a safe, educational environment, while enhancing their ability to establish and maintain meaningful student relationships.

REPRESENTATIVE DUTIES:

1. Develop positive and supportive relationships with Upward Bound students, mentoring them on academic, personal, social, and college/career concerns.
2. Take primary responsibility for students in his/her group, by monitoring academic, personal and social progress and updating other staff as necessary.
3. Assist in establishing and maintaining a positive and safe environment
4. Lead group study sessions, including tutoring and teaching study skills.
5. Facilitate workshops and activities that promote the personal and academic development of the Upward Bound students and the values of the program.
6. Conduct group meetings and individual mentoring sessions with participants
7. Assist teachers in summer classes
8. Attend all meetings, training sessions, cultural activities, trips, and events
9. Implement all UB policies and procedures
10. Other duties as assigned

QUALIFICATIONS:

- Currently in pursuit of a post-secondary degree or in possession of an Associate's degree or higher, from an accredited institution.
- Work experience at the secondary school level is preferred, especially with disadvantaged population.
- Experience working/volunteering with urban at risk high school/underrepresented youth is preferred.
- Enthusiasm and ability to motivate students
- Flexibility in work hours, punctuality and dependability.

HOURS / DAYS: A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.