



## Urban Scholars Program

100 Morrissey Boulevard  
Boston, MA 02125

### **Summer Tutor/Teaching Assistant**

#### **Job Description**

The Urban Scholars Program at the University of Massachusetts Boston is a year-round program featuring individual advising, college and cultural trips, tutoring, supervised study, and a 6-week summer institute that typically runs Monday through Friday, 9:00-5:00, from late June through mid-August. Urban Scholars serves academically striving Boston Public School students in grades 9-12. Most of our participants come from low-income backgrounds and/or are the first generation in their family to pursue higher education. We aim to prepare our scholars for college admission and to equip them with the skills necessary to succeed at the collegiate level.

Urban Scholars TAs help our lead teachers create a learning environment that maximizes learning. They manage materials and attendance while assisting with lessons, class discussions, and group work. TAs lead a team of about 25 students in competitions, workshops, college-prep seminars, field trips, and more. We seek candidates from all majors who are committed to our mission and passionate about working with youth.

#### **Dates**

Orientation (mandatory): Week of June 17<sup>th</sup>

Summer Program: June 24<sup>th</sup>-August 2<sup>nd</sup>

**Location:** UMass Boston, 100 Morrissey Blvd., Boston, MA 02125

#### **Duties & Responsibilities:**

- Participate in staff orientation. Full participation is a condition of employment.
- Assist with assigned recreational/cultural workshops.
- Enforce UMass Boston Upward Bound rules and regulations.
- Monitor study hall sessions and assist students with class work.
- Provide one-on-one personal/academic counseling support to students as needed.
- Attend staff, and community meetings.
- Assist with student supervision at all times.
- Remain highly visible to students and staff throughout the course of each day.
- Assist in the supervision of field trips, cultural events and recreational activities.
- Monitor meals and engage students during lunch.
- Complete necessary evaluation forms distributed by administration.
- Communicate daily with administrative and other staff members.
- Carry out any other duties as assigned by the program's administrative staff.

#### **Qualifications:**

- Matriculating college students (juniors, seniors and graduate students preferred) or college graduates.
- Experience working with low-income and/or culturally diverse students, preferred.
- Demonstrated skills in an athletic or creative area preferred.
- Demonstrated sensitivity to the needs of high school students.

- Demonstrated ability to coordinate student activities.
- Must be highly energetic.
- Ability to maintain positive, safe and professional environment at all times.

**Program Objectives:**

Urban Scholars is committed to empowering underrepresented and economically disadvantaged students from Boston high schools in their pursuit of excellence within STEM fields. Through tailored mentorship, academic support, and engaging activities we create dynamic learning experiences. The summer program exposes students to life on a college campus, allows for intensive, rigorous academic work, and creates space for students to learn valuable social and decision-making skills. Urban Scholars students learn the skills necessary to be agents of change in their own lives, their communities, and the world at large.

**Salary** \$3,600.00

**How to apply:**

Please complete and email the [employment application](#) and a copy of your resume to Suamy Ventura, Director of Programs, at [Suamy.Ventura@umb.edu](mailto:Suamy.Ventura@umb.edu)

**Additional Information:**

The University of Massachusetts Boston provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, gender identity or expression, age, sexual orientation, national origin, ancestry, disability, military status, genetic information, pregnancy or a pregnancy-related condition, or membership in any other protected class. The University of Massachusetts Boston complies with all applicable federal, state and local laws governing nondiscrimination in employment in every location in which the university operates. This policy applies to all terms and conditions of employment.

Please email [Suamy.Ventura@umb.edu](mailto:Suamy.Ventura@umb.edu) with any questions.