Boston University
Upward Bound and Upward Bound Math Science

Additional Study Hall (ASH) Coordinator
Job Description

Description: The Additional Study Hall (ASH) coordinator coordinates the additional study hall room in the evening. The ASH coordinator resides in the program’s summer dormitory, monitors program participants in ASH, and provides supervision during other activities. The ASH coordinator also supervises the program tutors in ASH, who are primarily undergraduate students, and serves as a liaison between the Upward Bound staff and Boston University departments. The ASH coordinator may also help with additional duties.

The ASH coordinator is responsible for enforcing program policies and maintaining accurate records in the ASH Binder. The ASH coordinator also provides nightly reports ASH attendance to the administrative staff. The ASH coordinator may also co-coordinate evening tutorials for program participants. In conjunction with the Upward Bound Dorm Supervisor and Boston University departments, the ASH coordinator also responds to medical and non-medical emergencies. This is a six week position, but may include duties the week prior to and after the summer program (depending on applicants' availability). Housing is provided for six weeks.

Job requirements: Completed a Bachelor's degree; 2 years' experience as a tutor; 1-2 years' experience working with high school aged population; supervisory experience a plus; and satisfactory CORI check. Although not required, preference will be given to applicants with experience with Upward Bound. Applicants who speak multiple languages are also encouraged to apply.

Compensation for this position is $15 an hour, and room and board from June 24 to August 3. The ASH Coordinator is also expected to attend the Staff In-service Training on June 17.

To Apply: Applicants should submit a resume and cover letter to reggie@bu.edu and acox@bu.edu or mail to: Boston University, Upward Bound, 2 Silber Way, 4 and half floor, Boston, MA 02215. Application deadline is February 28th.