

Upward Bound Math and
Science Program
Summer Residential Program

**Returning Tutor Counselor
Application Packet**

Overview

The UMBC Upward Bound Math and Science Program is looking for qualified professional summer staff to work for the Summer Residential Program (SRP). Upward Bound Math and Science (UBMS) is a federally funded educational opportunity program that prepares high school students with academic potential and an interest in math and science to complete high school successfully and matriculate into a program of higher education. The program provides academic training, cultural enrichment, and professional development. During this experience students will take high school academic courses, tour college campuses, attend cultural events, and participate in regional activities. As a counselor for this summer experience, it is crucial to work with the students and other staff to ensure that this experience is successful overall.

Summer Responsibilities

UBMS is looking for counselors who can ensure the student's safety, help them remain focused on their responsibilities, and serve as a supervisor for any off campus activities. Counselors will also serve as role models, and are always expected to encourage the student's personal and professional development.

Tutor counselors will communicate and work with other UBMS staff, assist instructors in classes, coordinate study hall and tutoring activities, help students with homework, participate in a variety of activities with the students, monitor student's curfew, ensure that students are chaperoned at all times, and fulfill other duties and responsibilities as assigned. Tentative Program Dates: 6/23/25 – 8/01/25 (Training the week of 6/16/25)

Qualifications

Required - Applicants must be college students (at least sophomore status, 45 hrs completed at the time of application or two years post HS graduation) or recent graduates with a minimum GPA of 3.0 or above on a 4.0 scale.

This "Returning" application is only for individuals who have worked for UMBC UBMS before. If you have not, please complete the T-C Application.

Applications

Application packages should include the completed application, a transcript, and a resume.

Applications can be returned to the UBMS Office, Math/Psychology Bldg Rm 006.

By Mail

Upward Bound Math and Science Center
1000 Hilltop Circle
M/P 006
Baltimore, MD

By Fax

410-455-1183

By Email

dmuhamma@umbc.edu

Deadline for Applications – April 25, 2025 or until all positions are filled.

Contact the UBMS office with any questions, issues, or concerns.

Date Rec'd	_____
Initials	_____



Upward Bound Math and Science Program
University of Maryland, Baltimore County
Returning Tutor Counselor Application

PERSONAL INFORMATION	
Name: _____	
Desired Position: Day ___ Night ___ Either ___ Not Sure ___	Gender: M ___ F ___ Nonbinary ___ Prefer not to say ___
U.S. Citizen: Yes ___ No ___	If "No", what is your status? _____
Have you ever been a: UBMS Counselor ___ (Select all that apply) UBMS Participant ___	UB Counselor ___ UB Participant ___
Available Start Date: _____	Referred By: _____

CONTACT INFORMATION			
Current Street Address: _____			
City: _____	State: _____	Zip: _____	Phone: _____
Street Address After May 15th: _____			
City: _____	State: _____	Zip: _____	Phone: _____
Email Address: _____		Cell Phone: _____	

EDUCATION LEVEL					
Freshman _____	Sophomore _____	Junior _____	Senior _____	Graduate _____	Not Enrolled _____
If "Not Enrolled", what is highest degree earned? _____					
Institution Attending / Attended: _____					
Major: _____	Minor: _____	Cum GPA: _____	Degree: _____		

List courses that you feel capable of tutoring and your comfort level with each:
(1 - Somewhat Comfortable 3 - Comfortable 5 - Very Comfortable)

Course	Comfort	Course	Comfort
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT HISTORY			
Employer	Dates	Job Title / Description	Reason for Leaving

GENERAL INFORMATION

List any activities (e.g. technology, sports, health & wellness, arts & crafts, etc...) that you could lead, teach, or assist with as an activity for program participants.

List any experiences working with students (e.g. church, scouts, Boys and Girls Club, etc...):

List any relevant honors and/or awards that you have received.

(Use separate sheet of paper for responses below if additional space is required)

Why do you want to work with UBMS again, this summer?

What did you learn about yourself as a team member? What do you feel you contributed and what do you feel you need to improve?

How well do you feel you balanced being a disciplinarian and being a mentor to the students? Do you feel the students took you seriously in both of these roles? Why or Why not?

What would you, personally, like to do differently this summer?

How do you feel the students will receive you as a returning TC?

Do you feel you performed your job, to the expectations of the year-round staff? Answer in terms of initiative, reliability, maturity, connecting with the students and ability to work independently.

I affirm to the best of my knowledge that all information given in this application is accurate and true. I understand that any false information may jeopardize any employment opportunities I may be offered and may serve as cause for termination if I am hired.

Signature

Date