

Upward Bound Math and  
Science Program  
Summer Residential Program

**Tutor Counselor  
Application Packet**

*Summer 2025*

## **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 imperative 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 live in the residence hall, 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) in good standing or a recent graduate with a minimum GPA of 3.0 or above on a 4.0 scale.

*Preferred* – Some experience working with adolescents. Some prior exposure to Trio programs.

## **Applications**

***Application packages should include the completed application, an unofficial transcript, a resume, and two letters of recommendation.***

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](mailto:dmuhamma@umbc.edu)  
[ubms@umbc.edu](mailto:ubms@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 SCIENCE

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

**PERSONAL INFORMATION**

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

**CONTACT INFORMATION**

Current Street Address:			
City:	State:	Zip:	Phone:
Street Address After June 10th:			
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.

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

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

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

What qualities do you possess that will make you a positive role model and leader for high-school students struggling with identity issues and academic and personal challenges?

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What experiences, abilities, personality characteristics, and personal philosophy will you bring to our team that will enhance our effectiveness?

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Describe an experience in which you have served as a leader or have been charged with accomplishing a task or project with little supervision.

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It is the responsibility of the staff and instructors to balance the roles of leader, friend, monitor, and disciplinarian. Describe your personal style and philosophy that will allow you to be effective while fulfilling these different roles. Also, explain how you would address students whose behavior is inappropriate or violates established rules.

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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