

WITTENBERG UNIVERSITY
UPWARD BOUND PROGRAM
P.O. BOX 720
SPRINGFIELD, OHIO 45504



Academic Excellence
Aim For The Stars

Upward Bound at Wittenberg University conducts, each summer, a residential program for first-generation college and culturally diverse high school students who have the potential to succeed in college, but may need motivation, encouragement, strengthened basic skills, or a sense of how education can become meaningful in their lives. The program in one dimension emphasizes preparation in English, math, foreign language, literature, reading, study skills, and laboratory science, but offers courses in other areas. In addition, there are many activities, trips and other experiences designed to help students grow and mature. Upward Bound is neither a traditional summer school nor a summer recreation program. It is a place in which a unique community of study and play, of personal search and group concern, develops anew each summer, with the nature of each summer dependent upon what each student and staff member brings to the common sharing of life and thought.



ANNOUNCEMENT OF SUMMER OPENINGS

POSITION: TUTOR COUNSELOR (9 Positions Available - 6 Weeks)

QUALIFICATIONS:

- Completion of at least one year of college.
- Academic proficiency in area of study.
- Ability to effectively work and communicate with high school youths.
- Demonstrate a high level of maturity, be self-disciplined, and able to work on a team.
- Have familiarity with and sensitivity to the needs of program participants.
- Have related work experience.
- Two letters of recommendation.

RESPONSIBILITIES:

- Provide tutoring in all aspects of classwork to ensure successful program completion.
- Provide assistance to assigned teachers for classroom need and, whenever necessary, substituting for teachers when absent.
- Provide individual and personal counseling for a small group of students.
- Attend assigned classes regularly.
- Participate in all recreational activities.
- Monitor students' conduct in the dormitory.
- Be responsible for all assigned students.
- Ensure that Upward Bound students are up in the morning and ready for class.
- Act as a role model for project students.
- Participate in training and other staff meetings as required.
- Reside in campus housing.

DATES: Sunday, May 31, through Friday, July 10, 2026.

SALARY: \$4,000.00 plus room and board (meal plan is Monday through Friday)

POSITION: TUTOR COUNSELOR/BRIDGE COUNSELOR (2 Positions Available - 10 weeks)

QUALIFICATIONS:

- Prior experience with Upward Bound is preferred but not required.
- Familiarity with Wittenberg faculty and staff is preferred but not required.
- Ability to work with students of different races.
- Demonstrated evidence of good organizational skills.
- Good communications skills.

RESPONSIBILITIES:

- Will carry out all Tutor Counselor duties until the start of the Bridge Program, after which he or she will transition into the Bridge Program position.
- Provide tutoring in all aspects of classwork to assigned students to ensure successful transition to college life.
- Teach various workshops on the college experience.
- Maintain contact with Summer School faculty to determine each student's attendance, class participation, completion of assignments, general attitude, and grade average.
- Maintain adequate documentation of students' class participation.
- Obtain from each instructor a mid-term progress report as well as a Final Progress Report.
- Encourage and motivate students, promote good study habits, and help strengthen study skills
- Oversee the physical maintenance of the dormitory as it pertains to Upward Bound Bridge students. This involves establishing procedures for key assignments and collection; prevention of abuse to furniture, lounges, and rooms; checking the condition of rooms before and after Upward Bound student occupancy; and stipend distribution.
- Enforce dormitory rules and regulations.
- Assist the Assistant Director in planning a social and cultural program for the Bridge students.
- Periodically meet with Academic and Career Education Coordinator.
- Reside in campus housing 24 hours per day, six days per week.

DATES: May 31, 2026, through August 7, 2026 (10 weeks)

SALARY: \$6,700.00 plus room and board (meal plan is Monday through Friday)

POSITION: HEAD RESIDENT (1 Position Available)

QUALIFICATIONS:

- Minimum of a bachelor's degree, master's preferred, in student personnel services, counseling, psychology, or education; or a bachelor's degree in psychology, education, or one of the behavioral sciences coupled with an unusually significant background of experiences which could be substituted for formal training or an advanced degree.
- Demonstrated ability to organize and communicate with low income and minority high school youths.
- Capable of supervising college age adults who may be close to one's own age.
- Thorough understanding of the characteristics and needs of low-income students and their families.
- Demonstrated competency in the areas of personal and academic counseling.

- Flexible, versatile, and able to interact effectively with people of diverse ages, racial, ethnic, and cultural backgrounds.
- Self-discipline to assume above average educational and counseling responsibilities.
- Strong commitment to Upward Bound goals and philosophy.

RESPONSIBILITIES:

- Supervise undergraduate dormitory staff by establishing policies and procedures to create a wholesome living environment for Upward Bound students.
- Share in providing academic and personal counseling for Upward Bound students.
- Share in submitting written individual or group counseling and dormitory reports.
- Reside in designated residence hall with Undergraduate Project students.
- Work closely with Assistant Head Resident and other administrative staff.
- Attend all weekly residential staff meetings and Upward Bound faculty meetings.
- Participate in scheduled activities.
- Make regular classroom visits.
- Attend Judicial Board Meetings.
- Be available to students and other Upward Bound staff for conferences as it pertains to student problems.
- Monitor students' health and well-being.
- Work with Assistant Director in planning and supervising a well-rounded cultural and recreational program.
- Establish routines for handling keys, use of games and recreational equipment.
- Assure that the dormitory is kept clean and orderly; that fire prevention regulations are followed, and that dormitory furniture, fixtures and rooms are not abused.
- Maintain an orderly and up-to-date flow of communication between students, dormitory staff, and administrative staff.
- Implement all policies and procedures as detailed by the Project Director or Assistant Director.
- Treat all Upward Bound students and parents with respect and courtesy.

DATES: Sunday, May 31, through Friday, July 10, 2026 (6 weeks)

SALARY: \$5,000.00 plus room and board (meal plan is Monday through Friday)

POSITION: **ASSISTANT HEAD RESIDENT (1 Position Available)**

QUALIFICATIONS:

- Minimum of a bachelor's degree in psychology, education, or one of the behavioral sciences coupled with a significant background of experiences which could be substituted for formal training or an advanced degree.
- Demonstrated ability to organize and communicate with low income and minority high school youths.
- Capable of supervising college age adults who may be close to one's own age.
- Flexible, versatile, and able to interact effectively with people of diverse ages, racial, ethnic, and cultural backgrounds.
- Self-discipline to assume above average educational and counseling responsibilities.
- Strong commitment to Upward Bound goals and philosophy.
- Able to perform the duties and responsibilities of the Head Read Resident in his or her absence.

RESPONSIBILITIES:

- Assist the Head Resident in supervising Undergraduate dormitory staff by establishing policies and procedures to create a wholesome living environment.
- Provide academic and personal counseling for Upward Bound students.
- Submit written individual or group counseling and dormitory reports.
- Reside in designated residence hall with Undergraduate Project students.
- Work closely with Head Resident and other administrative staff.
- Attend all weekly residential staff meetings and Upward Bound faculty meetings.
- Participate in scheduled activities.
- Make regular classroom visits.
- Attend Judicial Board Meetings.
- Be available to students and other Upward Bound staff for conferences as it pertains to student problems.
- Monitor students' health and well-being.
- Work with Assistant Director in planning and supervising a well-rounded cultural and recreational program.
- Assist the Head Resident in establishing routines for handling keys, use of games and recreational equipment.
- Assure that the dormitory is kept clean and orderly, that fire prevention regulations are followed, and that dormitory furniture, fixtures and rooms are not abused.
- Maintain an orderly and up-to-date flow of communication between the Head Resident, students, dormitory staff, and administrative staff.
- Implement all policies and procedures as detailed by the Project Director, Assistant Director and Head Resident.
- Treat all Upward Bound students and parents with respect and courtesy.

DATES: Sunday, May 31, through Friday, July 10, 2026 (6 weeks)

SALARY: \$4,500.00 plus room and board (meal plan is Monday through Friday)

Note: Interested persons must complete an application located here on this website. Applications received after April 10, 2026, will not be accepted. All applicants must submit their application, college transcripts and two (2) letters of recommendation to: Mr. Eddie L. Chambers at https://www.echambers@wittenberg.edu.

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