



University of  
Massachusetts Boston  
100 Morrissey Boulevard  
Boston, MA 02125

**Urban Scholars**  
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## Urban Scholars Summer Tutor Job Description

Urban Scholars is a year-round college access program dedicated to empowering underrepresented and economically disadvantaged high school students from Boston. Through a comprehensive approach that includes tutoring, after-school classes, college readiness programs, field trips, and personalized advising, we aim to prepare students for success in higher education. A key component of our program is an intensive six-week Summer Institute hosted at the University of Massachusetts Boston.

Urban Scholars tutors work alongside lead teachers as teaching assistants to create a learning environment that maximizes student engagement and achievement. They support instruction by managing materials and attendance while assisting with lessons, class discussions, and group work. Beyond the classroom, tutors lead a team of approximately 20 students through competitions, workshops, college-prep seminars, field trips, and recreational activities. We seek candidates from all majors who are committed to our mission and passionate about working with youth.

### **Tutor Responsibilities:**

- Participate in staff orientation. Full participation is a condition of employment.
- Assist with assigned recreational/cultural workshops.
- Enforce UMass Boston and Urban Scholars 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.
- Chaperone the final field trip on the last day of the program

### **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.
- Must be available to work the entirety of the summer program including training dates.

**Dates**

Staff training: June 22-26, 2026

Program dates: June 29 – August 6, 2026

**Hours**

Monday – Friday, 9 AM – 5 PM

**Location**

University of Massachusetts Boston

100 Morrissey Boulevard, Boston, MA 02125

**Compensation**

\$4,200

**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.