

# University of Vermont Upward Bound Program

## 2009 Residential Staff Application Process

**General Information:** Applicants must possess a valid driver's license. Student Applicants must also have completed the FAFSA federal financial aid form to be considered for this position. .

### **How to apply:**

1. Read Residential Director or Tutor Counselor Job Description found in this application packet.
2. Complete the application form. Currently enrolled college students must also include a copy of your unofficial college transcript.
3. Provide three recommendations: two from on-campus faculty or staff and one from an employer.
4. Provide proof that your FAFSA renewal has been completed (if you have not yet graduated from college) or provide an explanation of where you are in the process.
5. Return all application materials to the Upward Bound office, Rm 227 L/L Commons, University of Vermont, 633 Main Street, Burlington, VT 05405.

### **Interviews and Hiring:**

Finalists will be contacted April 13-15 (time period may be longer for RD position) to schedule an interview. Notification of employment will be mailed by Thursday, April 30. Employment will be contingent upon satisfactory results of a fingerprint-supported criminal background check. If you have any questions about the status of your application you may contact the Upward Bound office at any time during the process.

### **2009 Program Dates:**

Saturday meeting June 13, 2009

Pre-summer training: June 17-19

Leadership experience to UVM Bolton Cabin, June 22-26

Four-week residential-academic program: June 29- July 24

Salary range: \$2000-\$2400 for Tutor Counselor and \$2000-\$2400 for Residential Director plus:

- Room and Board June 17-July 25\*
- All meals, activities, and admission fees for TC staff will be provided by the Upward Bound program during scheduled summer events.
- \*Weekend meals for TCs **will not** be provided.

**UPWARD BOUND SUMMER 2009  
Residential Staff Application (TC)**

Name: \_\_\_\_\_ Gender: \_\_\_M\_\_\_F

Campus Address: \_\_\_\_\_ Box Number: \_\_\_\_\_

Home Address \_\_\_\_\_ EMAIL Address: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Campus Phone: \_\_\_\_\_

Major(s)/Minor(s) \_\_\_\_\_ Current GPA: \_\_\_\_\_

I am presently ranked a: \_\_\_FRESHMAN\_\_\_ SOPHOMORE \_\_\_ JUNIOR\_\_\_ SENIOR, \_\_\_Grad

What previous experience do you have working with high school age youth?

Please describe what other skills and educational experiences you would bring to this position?

What special interests or hobbies do you have to offer our community this summer?

Do you currently receive/qualify for federal work-study? \_\_\_ YES \_\_\_ NO

Have you sent in your FAFSA renewal form for the 2009-10 School Year? \_\_\_ YES \_\_\_ NO

**REFERENCES.**

1. Two on-campus references, at least one from a faculty member (if applicant is currently enrolled in college)
2. One work reference

PLEASE COMPLETE THIS FORM, RETURN IT TO US, AND HAVE YOUR REFERENCES FORWARDED. THANK YOU.

**UB/UVM is an EO/AA employer.**

## UPWARD BOUND 2009

### Residential Staff

DATES OF EMPLOYMENT: June 17, 2009- July 24, 2009

SALARY RANGE: \$2,000- \$2,400 for Tutor Counselor and  
\$2500-\$2900 for Residential Director.

Responsibilities of the Residential Staff begin in June and run through the last week in July. In general, the staff live on the University of Vermont campus with students for five weeks, providing residence hall supervision, recreational support, and academic assistance. Essentially, the Staff act as residential assistants in the residence hall and teaching assistants in the afternoon classes. Additional compensation will include dorm room accommodations from June 17- July 24 and a meal plan beginning with the start of the summer program on Monday, June 22. Weekend meals and breakfast will not be provided throughout the duration of this program. As part of their job, the Staff will be expected to:

1. Complete a blood-borne pathogen's & CPR/ basic first aid training; and obtain certification in each (provided through Upward Bound).
2. To attend required staff meetings. Each staff member will also meet with the Residence Hall Director for supervision meetings. Staff will provide support during daily; study times, free time and field trip excursions and assist students with class homework when appropriate.
3. Live in the assigned residence hall for the duration of the residential program, including the weekend prior to student arrival with the exception of off-duty hours. In addition, the Staff will provide residential student supervision and support during the program experience at the UVM Bolton Cabin under the direction of the Upward Bound core staff. (June 22-26)
4. Work with the assigned faculty person and assist in an afternoon elective class, facilitate evening SAT group work and individual tutoring sessions as assigned outside of class.
5. Meet routinely with a group of students and a core faculty member in an advising circle, collect information and prepare brief written final reports for each student based on these meetings.
6. Assist in the development of and participate in a daily recreational program with students. , . ,
7. Monitor all students' behaviors in the residence hall, community meetings, and other scheduled activities. Also all TCs act to ensure all students are in the residence hall and rooms at assigned hours and conduct weekly Sunday night "floor" meetings
8. Conduct oneself in a positive manner that encourages and facilitates student interest in higher education. In addition, each Staff member will promote the creation of a supportive and safe living and learning environment for all students.
9. Complete end of program evaluation and debriefing sessions. ^
10. Assist in ensuring that the residence hall is left clean and, move out of assigned room by Noon on Friday July 24th following a final debriefing of the program.
11. Comply with the federal laws to protect minors under FERPA/HIPAA, as well as UB guidelines, by not posting photographs, blogs, text messages, instant messages or stories of UB students on the internet, cell phone or on any other electronic medium. TCs will not become "friends" with UB students on the social network sites such as: Facebook, Myspace, or Twitter during employment or at anytime while the student is still considered a minor. We
12. Be a champion for Education and enforcer of core rules with students. It is the expectation of core Upward Bound administrator that the summer Residential Staff will lead by example.

**University of Vermont,  
227 Living/Learning Commons  
633 Main Street  
Burlington, VT 05405**

Reference Form

(for applicants  
currently enrolled in  
college

Student's name: \_\_\_\_\_ Date: \_\_\_\_\_

How long and in what capacity have you known the applicant?

Evaluator's name and position: \_\_\_\_\_

This student is applying for a summer job with Upward Bound that will involve tutoring, advising, supervising, and living among high school students in a college residential setting. Would you please rate this student in the following areas:

	Low						High	Unknown
Ability to work with others	1	2	3	4	5	6	7	U
Reliability/trustworthiness	1	2	3	4	5	6	7	U
Sensitivity/patience	1	2	3	4	5	6	7	U
Self-motivation	1	2	3	4	5	6	7	U
Initiative	1	2	3	4	5	6	7	U
Ability to verbalize ideas/concepts	1	2	3	4	5	6	7	U
Writing skills	1	2	3	4	5	6	7	U
Math Skills	1	2	3	4	5	6	7	U
Academic competence in his/her area	1	2	3	4	5	6	7	U

What is your impression of how this applicant would perform in this position?

**Please complete and return this form as soon as possible to the Upward Bound office at the address above. Thank you for your time .**

