



Clafin University



Upward Bound Staff Employment Application Form

Application Procedure: Completed application packages must be typed and submitted.

Upward Bound Program Job Descriptions

Tutor Counselors (TC) are responsible for the supervision of Upward Bound students (approximately 8-10 per TC) during a six-week summer component (June 14-July 24, 2020). Tutor Counselors will live in the residence halls, assist instructors in classes, and participate in a variety of activities with the students, including recreational and study group supervision. TCs must have the ability to establish good rapport with students and some experience working with diverse populations and youth.

Peer Counselors (PC) are responsible for the supervision of the Upward Bound Bridge Students during summer school. Peer Counselors will live in the residence halls, provide tutorial services to Bridge Students in Math, English, and/or Science, and provide group and individual study sessions for Bridge Students. PCs must have the ability to establish good rapport with students, use active listening and problem solving skills.

Lead Residential Hall Counselor reports to the Upward Director. He/she will be responsible for the following duties: assigning residential rooms to Upward Bound students; inspecting rooms daily; reviewing schedules of the tutor counselors; register the Upward Bound students in the residential hall; signing students in and out the residential hall with parents/guardians; report illness of students to Director of Upward Bound and/or counselor; conduct residential meetings with students and tutor counselors; securing and submitting all forms to the UB Office; Assist the tutor counselors and students in all pageants and programs; submit weekly report to the Director of Upward Bound; and attend all training and staff meetings.

Assistant Residential Hall Counselor reports to the Lead Residential Counselor. He/she will provide supervisory assistance to adolescents in a simulated college environment; during co-curricular activities and field trips. He/she will also motivate, encourage and support students in various stages of adolescent development; develop a professional relationship and function as a positive role model; manage health problems and medical emergencies; facilitate emotionally conflictive situations; enforce program guidelines; maintain accurate records of disciplinary actions and situations; serve as a liaison between administration and students; serve as a liaison between the Upward Bound office and other University personnel; and complies with all Clafin University and Upward Bound program policies.

Summer Food Service Coordinator is expected to ensure site efficiency; inform TRIO Director of any changes or discrepancies occurring at summer site; ensure daily paperwork is completed; maintain a sanitary serving environment; ensure the correct number of meals are provided daily and the correct menu is served; work with the food service staff in the Clafin Dining Center; verify accurate completion of forms issued to students; review details with monitor and site supervisor; develop a menu for special events; coordinate foods for all special events such as the awards banquet, UB social, career day, health and wellness fair and the fine arts production; purchase the foods for the special events; review safety and health issues with staff; and complies with all Clafin University and Upward Bound program policies. He/she will report directly to the Clafin University TRIO Director.

Summer Food Service Monitor is expected to ensure that children in the program are getting nutritious meals. He/she must make sure that the site operates in accordance with program guidance and requirements; inform staff about problems found at the site and ensure that corrective action is completed and documented. The monitor must also prepare reports of the site visits and reviews and ensure that copies of the report are included in an official file. You must develop and maintain open communications and cooperative relationships with the summer food service and Clafin Dining staff.

Summer Food Service Site Supervisor must inspect the food daily before the students are served to ensure they are receiving a complete meal; make sure the correct number of meals are served daily, ensure that the students eat their meals on site, that you do not discriminate against any student, and prepare complete and accurate records of meal counts and other paperwork as necessary.

Office Assistant is responsible for organizing the academic storage space for summer component; prepare electronic teaching aids for summer component (power point presentations, jeopardy question/answer entry, scholars bowl study guides); prepare SAT study material for rising juniors; assist counselor with tutor counselor (TC) training material; type labels, event programs, filing, copying, take telephone messages; disseminate office information to teachers and tutor counselors; work with the office staff in completing office tasks; etc. Assist during UB special productions (i.e., UB Pageant, Poetry Night, End of summer production, and awards program). He/she will perform any other duties within the scope of this position.

Section I-Applicant Information

Campus ID: _____ Date: _____

Full Name: _____
Last *First* *M.I.*

Social Security No: _____ Date of Birth: _____
MM / DD / YYYY

Classification/
Major: _____ Minor: _____

Last Semester GPA: _____ Cumulative GPA: _____

Address: _____
Street Address *Apartment/Unit #*

_____ *City* *State* *ZIP Code*

Phone: Cell Phone _____ E-mail Address: _____

_____ Alternatne Phone () _____

Section II-Position Desired

<p>Tutor Counselor-Academic <i>Specify by order of importance (1-3)</i></p> <p><input type="checkbox"/> Humanities/Writing <input type="checkbox"/> Math <input type="checkbox"/> Reading <input type="checkbox"/> Science <input type="checkbox"/> Social Studies <input type="checkbox"/> Spanish</p>	<p>Tutor Counselor-Fine Arts <i>Specify by order of importance (1-3)</i></p> <p><input type="checkbox"/> Mass Communication <input type="checkbox"/> Art <input type="checkbox"/> Dance <input type="checkbox"/> Band <input type="checkbox"/> Chorus <input type="checkbox"/> Drama</p>	<p><input type="checkbox"/> Peer Counselor</p>
<p>Residential Counselors</p> <p><input type="checkbox"/> Lead Female Residential Counselor <input type="checkbox"/> Assistant Female Residential Counselor <input type="checkbox"/> Lead Male Residential Counselor <input type="checkbox"/> Assistant Male Residential Counselor</p>	<p>Summer Food Service Program</p> <p><input type="checkbox"/> Coordinator <input type="checkbox"/> Monitor <input type="checkbox"/> Site Supervisor</p>	<p><input type="checkbox"/> Office Assistant</p>

Section III-Other Information

- 1). Have you previously worked for the Upward Bound Program before? Yes or No If yes, when and in what capacity? _____
- 2). Will you be attending summer school? Yes or No
- 3). Do you have any appointments or engagements that would prevent you from working?
 Yes or No If yes, what date (s) _____

Section IV-Supporting Documentation

- 1). Cover Letter
- 2). Resume
- 3). 2 Letters of Recommendation
- 4). Transcript (student copy will suffice)
- 5). Background Check Application

Section V-Disclaimer & Signature

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Student's signature _____ Date _____

OFFICIAL USE ONLY

Date Application Received _____

<input type="checkbox"/> Missing Documentation	<input type="checkbox"/> Complete Application	<input type="checkbox"/> Background Check clear
<input type="checkbox"/> Interview Date	<input type="checkbox"/> Offer of Employment	<input type="checkbox"/> Accept Offer of Employment