

Dear Applicant:

Thank you for your interest in the West Virginia State University Upward Bound programs. The Upward Bound programs are federally funded programs designed to prepare high school students to be the first in their families to not only go to college but to graduate from college.

The Upward Bound Summer Academy is very fast paced and intensive, but the work is worth it when you see the positive impact that has been made on the program participants. The Upward Bound Summer Academy is a residential program where students and Upward Bound Tutor/Counselors live on campus with the students.

The Summer Academy will begin on Sunday, June 2, 2013 and end on Tuesday, July 9, 2013. We will be accepting applications for the Upward Bound Tutor/Counselor position through April 19, 2013. At this time the application and three (3) recommendation forms must have been received. Applicants will then be contacted for an interview. Training for successful applicants will be held on May $29^{th} - 31^{st}$. The position includes a **minimum salary** of \$400.00 per week, free room and board, free travel, and free admission to all Upward Bound sponsored events, just to name a few benefits.

Please return completed applications to 223 Sullivan Hall, East, Institute, WV 25112. We will contact you to schedule an interview.

We are looking for individuals who want to make a difference in the world. We hope that you are one of them. Thank you for your interest in the Upward Bound programs.

Sincerely,

Barbara W. Cary, Trio Programs Director Krystal Tolliver, UBMS Program Director





The Upward Bound summer program is designed to motivate and prepare high school students (grades 9-12) to be the first in their families to pursue higher education. The summer program is a six-week residential experience where students take academic courses designed to increase their proficiency in math, science, English and foreign language. They participate in educational, recreational and cultural activities all designed to educate, build confidence, and increase self esteem. Summer residential counselors will be responsible for planning and implementing the residential aspects of the summer program.

JOB TITLE: Counselor/Tutor

PROGRAM DATES: May 29 through May 31, 2013 (Training) and June 2 through July 8, 2013

REPORTS TO: Upward Bound Director and Upward Bound Math/Science Director

QUALIFICATIONS: Must have completed one year of postsecondary education or have 35 hours of college credit and have a 2.5 grade point average or higher. Applicant must be available to reside in residence halls for six weeks, and be available to the program 24 hours per day. Experience working with students is preferred. Must enjoy being around and working with adolescents. Possess excellent communication, organizational and listening skills. Creativity and imagination are highly desired, particularly in project/event planning. Must have a high level of maturity, motivation and responsibility. Must be a team player.

DUTIES AND RESPONSIBILITIES:

- Attend all training sessions prior to students arrival
- Clearly identify and enforce program rules as identified in student handbook
- Act as a role model and mentor which includes showing respect for others, being on time and using
 effective problem solving strategies
- Encourage growth and learning in students
- Be available to listen to students and assist them with their concerns
- Attend classes (with students) and be prepared to assist the teacher and students as needed
- Supervise quiet and study time, provide students with assistance and encouragement as needed
- Facilitate group physical activities
- Attend weekly staff meetings
- Attend final wrap-up session at the end of the summer
- Be available for the entire duration of the program, including training
- Actively participate in all aspects of the program, including activities, meetings and field trips
- Supervise students at all times, including in dorms, at meals, during study halls, and on field trips
- Assist with the daily administrative operations of the program
- Follow all program guidelines and policies for the entire duration of the program
- Monitor the Summer Food Program
- Work with program staff to enforce program policies
- Provide tutorial support
- Other duties as assigned



Personal Informat Name:	_			Social	Security	#			
Birth date:									
Current Address: _									
City:							:		
E-mail Address:									
Permanent Mailin									
City:				State:		_ Zip code:	:		
Contact phone nui	mber:			_ Alt Pho	one numl	oer:			
Educational Inforr	nation (Curre	nt Status)							
□Freshman □	Sophomore	□Junior	□Senior	□College (Graduate	□not cu	urrently	in scho	ol
Institution attendi	ng/attended _								
Program of Study _.						Cumula	tive GP/	Δ	
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West Virginia State University Upward Bound and UB Math/Science PO Box 1000, Sullivan Hall 223 East Institute. WV 25112

Forms may be faxed to: 304-766-5122



Upward Bound and UB Math/Science Tutor-Counselor Reference Form

Name of Person Receiving Reference:
How long have you known this person? In what capacity?
1) Work ethic: Please describe the applicant's work ethics. Please give specific examples.
2) Leadership ability: Does applicant possess the needed leadership qualities to be effective? Describe the specific qualities that you have witness that demonstrate effective leadership ability.
3) Motivation (Self-Starter): Does this applicant have to be supervised to ensure assignments are done?
4) Ability to take constructive criticism: Is this applicant willing to learn? Please share an example.
5) Ability to work with others? What interpersonal skills does this student possess? Please give examples.
6) Reliability: Please give specific examples of applicant's dependability.
7) In your opinion, what would be the greatest contribution that this applicant could make to the Upward Bound program?
Your Name: Title: Date:
Signature Signature
If we have additional questions regarding this applicant, may we contact you? ☐Yes ☐No Phone number:

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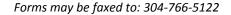
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Your Name: Title: Date:
Signature Date.
If we have additional questions regarding this applicant, may we contact you? ☐Yes ☐No Phone number:





Type the answers to the following questions on a separate sheet of paper and attach to your application. Use personal experiences and specific examples wherever possible.

- 1. 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?
- 2. Staff members must work as a team and present the students a unified front in all issues. This can be challenging. What experience, abilities, personality characteristics, and personal philosophy will you bring to our team that will enhance our effectiveness?
- 3. Following a period of training, you will be assigned duties, responsibilities, and leadership roles. You will then be expected to carry them out in a self-directed, timely, and thorough manner for the rest of the summer. Describe an experience in which you have served as a leader or have been charged with accomplishing a task or project with little supervision.
- 4. Students and parents are introduced to the Upward Bound rules well before the summer program. It is the responsibility of the residential staff and instructors to balance to roles of leader, mentor, monitor, and disciplinarian. Describe the personal style and philosophy that will allow you to be effective while playing these very different roles.

Statement of Consent, Authorization, and Release

To be signed by every applicant seeking employment

I understand that in connection with the application process, the West Virginia State University Upward Bound program may request information from my past employers, educational institutions I have attended, personal references, and any public or private agencies that have issued me either a professional or vocational certification or license. I also understand that such investigation may include a review of any criminal records I may have incurred. I request, authorize, and consent to the release of any and all such information to the West Virginia State University Upward Bound Program, consistent with all state and federal laws, and hereby release and hold harmless every person or entity that communicates such information to the West Virginia State University Upward Bound Program in good faith and without malice from any and all claims of liability of any type whatsoever.

Signature:	Date:
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West Virginia State University does not tolerate discrimination or harassment on the basis of age, color, disability, gender, national origin, political affiliation, race, religion, sexual orientation or veteran status.

Please return application to: West Virginia State University Upward Bound Programs P.O. Box 1000 223 Sullivan Hall, East Institute, WV 25112