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 Upward Bound Tutor/Counselors live on campus with the students.

The Residential Component will begin on Sunday, June 8, 2014 and end on Saturday, July 12, 2014. We will be accepting applications for the Upward Bound Tutor/Counselor position through April 19, 2014. 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 June 5th and 6th. The position includes a ***minimum salary*** *of $500.00 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

This is..... WVSU State

West Virginia State University
Upward Bound Program
223 Sullivan Hall, East
P.O. Box 1000
Institute, WV 25112-1000

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

DATES: (*Training*) June 5 and June 6, 2014 and *(Residential Component)* June 8 through July 12, 2014

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

WV State University

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Classic Upward Bound and
Upward Bound Math-Science
Tutor-Counselor Application

Personal Information

Name: _____ Social Security #: _____

Birth date: _____ Cell Phone: _____

Current Address: _____

City: _____ State: _____ Zip code: _____

E-mail Address: _____

Permanent Mailing Address:_____

City: _____ State: _____ Zip code: _____

Contact phone number: _____ Alt Phone number: _____

Educational Information (Current Status)

❑Freshman ❑Sophomore ❑Junior ❑Senior ❑College Graduate ❑not currently in school

Institution attending/attended _____

Program of Study _____ Cumulative GPA _____

Do you plan to enroll in a six-week summer school course? ❑Yes ❑No

List any activities (sports, health/fitness, arts & crafts, fine arts, music, technology, etc.) that you could lead/teach as a workshop or daily activity.

_____

_____

In what academic areas are you interested in tutoring? (This may include math, English, science, foreign languages, literature, etc.)

_____

_____

List experience working with young people (i.e. church youth groups, scouts, 4-H, etc.)

_____

_____

Certification Areas CPR First Aid Lifeguard

Expiration dates ___/_____ ___/_____ ___/_____

Have you ever been arrested? ❑Yes ❑No
Have you ever been called before your college Judicial Board? ❑Yes ❑No
Will you consent to a drug test to gain employment with the Upward Bound Programs? ❑Yes ❑No

Work Experience

Position Company Location Supervisor Dates Phone

_____

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_____

You may 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.

West Virginia State University
Classic Upward Bound and
Upward Bound Math-Science
PO Box 1000, Sullivan Hall 223 East

Forms may be faxed to: 304-766-5122

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Tutor-Counselor Reference Form

Name of Person Receiving Reference: _____

How long have you known this person? _____ In what capacity? _____

1) Please describe the applicant's work ethics. Please give specific examples.

_____

_____

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2) Do you feel this applicant possess the needed leadership qualities to be effective? Describe the specific qualities that you have witness that demonstrate effective leadership ability.

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3) In your opinion, how does this applicant react to adversity, pressure and deadlines?

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4) How would you describe the applicant's problem solving approach? What is a specific challenge or problem they solved and the benefit to the organization?

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5) What interpersonal skills does this applicant possess that will be beneficial to this position? Please give examples.

_____

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6) Please provide specific examples of applicant's dependability.

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7) What do you feel would be the greatest contribution that this applicant could make to the Upward Bound program?

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8) What would you say are the applicant's two strongest leadership skills?

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9) In your opinion, how has this applicant demonstrated honesty and integrity?

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Your Name: _____ Title: _____

Signature: _____ Date: _____

If we have additional questions regarding this applicant, may we contact you? ❑Yes ❑No

Telephone number: _____

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AUTHORIZATION

I have carefully read and understand this disclosure and authorization form and I have received a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" provided with this form. I have had the opportunity to review my rights. By my signature below, I consent to the I preparation of background reports by TalentWise, and to the release of such reports to the Company and its designated representatives for the purpose of assisting the Company in making a determination as to my eligibility for employment, promotion, retention, contract assignment or for other lawful purposes.

I understand that, to the extent allowed by law, information contained in my job application or otherwise disclosed to the Company by me before or during my employment or contract assignment, if any, may be utilized for the purpose of obtaining such consumer reports and/or investigative consumer reports about me. I understand that nothing herein shall be construed as an offer of employment or contract for services.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information services bureaus, credit bureaus, record/data repositories, courts (federal/state/local), motor vehicle record agencies, my past or present employers, the military, and other individuals or sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature (including electronic) below, I certify the information provided on and in connection with this form is true, accurate, and complete. I agree that this form in original, faxed, photocopied or electronic form will be valid for any background reports that may be requested by or on behalf of the Company.

First Name: _____

Full Middle Name: _____

Last Name: _____

Date of Birth: _____

SSN: _____

Address: _____
Street Address

_____
City, State, Zip

Signature: _____ Date: _____

This information is being collected to conduct the background screen on you. It will not be used for any other purpose