



UPWARD BOUND 2019

RESIDENTIAL SUMMER ADVISOR

APPLICATION PACKET

Deadline for Application: Friday, Feb. 22, 2019

DATES OF PROGRAM

JUNE 9 - JULY 11, 2019

REQUIRED TRAINING

There will also be a required training retreat the week before the program starts - exact dates will be provided when position offers are made.

BENEFITS

\$1,900 + room & board (meal plan) + fabulous co-workers
+ New York City Trip July 8-11

RESPONSIBILITIES

*Will live in residence halls and provide advising and supervision of the Upward Bound high school students *Will accompany students on out-of-town trips *Will perform various other duties such as supervision of evening activities, group facilitation, and assisting in the planning and teaching of educational and recreational programs.

QUALIFICATIONS

*Prefer college students at the junior or senior level by the summer of 2019. *Experience working with high school youth *Flexible and willing to work irregular hours *Have strong commitment to working with adolescents *Possess a valid driver's license *Preference will be given to those with at least a 2.5 GPA.

Advisors cannot be enrolled in summer classes (excl. online Intersession and Summer III).

APPLICATION PROCESS

Below is the tentative timeline for hiring. Please keep this page for your information.

Monday, February 18

References due in UB Office

Friday, February 22

Application deadline

Friday, March 1

We will call you to schedule an interview

or send a "no interview" letter/email

March 6, 7 & 8

Individual interviews will take place

Wednesday, March 13

Group interview (by invitation only)

RETURN APPLICATION TO:

UPWARD BOUND OFFICE

Prichard Hall, Room 125

By Friday, February 22, 2019

Any questions, call (304) 696-6462



MARSHALL UNIVERSITY UPWARD BOUND SUMMER ADVISOR 2019 APPLICATION FOR EMPLOYMENT

POLICY STATEMENT: Marshall University is an equal opportunity/affirmative action employer. Minorities and females are encouraged to apply.

Please return the completed application to the Upward Bound Office, West Lobby, Prichard Hall 125, by Friday, February 22, 2019.

PERSONAL INFORMATION

NAME _____
LAST FIRST MI

Present Campus Address _____

Local Telephone # with area code _____

Home Telephone # with area code _____

Work Telephone # _____

Social Security Number _____ 901# _____

Permanent Address _____
Number/Street City State Zip

Email Address _____

Are you a US citizen? _____yes _____no if no, give type of Visa or Status _____

Have you ever been a habitual user of drugs or alcohol? _____yes _____no If yes, give details _____

Have you ever been discharged or forced to resign from a position? _____yes _____no If yes, please fully explain _____

Do you possess a valid driver's license? _____yes _____no What state? _____

Have you ever been at fault in a car accident in the past two years? _____yes _____no If yes, please explain _____

TYPE OF SCHOOL	NAME OF SCHOOL	MAJOR	# OF YRS ATTENDED	CURRENT STATUS (yr. in school)	TYPE OF DEGREE/CURRENT OR FINAL GPA
HIGH SCHOOL		NA		NA	NA
COLLEGE OR UNIV.					
COLLEGE OR UNIV.					
GRADUATE SCHOOL					
BUSINESS OR TECH.					
OTHER					

List college courses that you have taken that may be of help for this position (counseling, education, etc.)

High School/College Activities & Organizations_____

Community/Volunteer Work_____

List special skills, talents and interests_____

EMPLOYMENT HISTORY List all former employment, beginning with current or last employer. If additional space is required, please attach a separate sheet.

1. Name of Employer _____ Dates of employment _____

Address _____
Number/Street City State Zip

Your position _____ Phone Number _____

Name and title of supervisor _____

Type of Business _____ # of persons you supervised _____

Your duties _____

Reason for leaving or wanting to leave _____

May we contact this employer? _____ yes _____ no If no, please explain _____

2. Name of Employer _____ Dates of employment _____

Address _____
Number/Street City State Zip

Your position _____ Phone Number _____

Name and title of supervisor _____

Type of Business _____ # of persons you supervised _____

Your duties _____

Reason for leaving or wanting to leave _____

May we contact this employer? _____ yes _____ no If no, please explain _____

If more employers, use the above format and attach to this application.

REFERENCES List the names of four individuals, at least three of which are professional or educational.

Attached are references forms. Please give them to the individuals below and ask them to return the form to the address below by Monday, February 18. It is your responsibility to follow up with the individuals listed below to confirm that their referrals are sent to us with sufficient time for receipt by February 18. The reference form is also available online at www.marshall.edu/ub/, click on Summer Program tab - form is at the bottom of the page.

	Name Address	Professional/Business Phone
1.	_____	_____
	_____	_____
2.	_____	_____
	_____	_____
3.	_____	_____
	_____	_____
4.	_____	_____
	_____	_____

Thank you for completing this application and for your interest in the Upward Bound Program.

I affirm that this Application for Employment, inclusive of all related materials, contains no willful misrepresentation or falsification and that the information given by me is true and complete to the best of my knowledge.

_____	_____
Name	Date

Please return this application to the Upward Bound Program in Prichard Hall, Room 125, or mail it to the following address or e-mail it to collier18@marshall.edu no later than Friday, February 22, 2019.

Darlene Collier, Director
Upward Bound PH 125
Marshall University
1 John Marshall Drive
Huntington, WV 25755

For questions, call (304) 696-6462