



UPWARD BOUND 2023

RESIDENTIAL SUMMER ADVISOR

Deadline for Application: Friday, March 17, 2023

DATES OF PROGRAM **JUNE 18 - JULY 14, 2023**

REQUIRED TRAINING There will be a required training retreat the week before the program starts - *Wed., June 14, thru Friday, June 16, 2023.*

BENEFITS \$2,100 + room & board (meal plan) + fabulous co-workers
+ **New York City Trip - July 10-13**

RESPONSIBILITIES *Will live in MU 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 sophomore level or above by the summer of 2023 *Experience working with high school youth *Flexible and willing to work irregular hours *Have strong commitment to working with adolescents *If called upon to transport students, must possess a valid driver's license *Preference will be given to those with at least a 2.5 GPA
Advisors would need prior approval by Upward Bound Director for summer class enrollment.

APPLICATION DEADLINES

Friday, March 17 References due in UB Office
Friday, March 17 Application deadline

The application is on our website at <http://www.marshall.edu/ub/> or email kilverc@marshall.edu

RETURN APPLICATION TO: **UPWARD BOUND OFFICE**
Prichard Hall, Room 125
Fax: 304-696-3166
Email: kilverc@marshall.edu
By Friday, March 17, 2023
Any questions, call (304) 696-6462



MARSHALL UNIVERSITY UPWARD BOUND SUMMER ADVISOR 2023 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, March 17, 2023.

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

Do you intend to take a summer

class?

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 _____

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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 three references. All references need to be either 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 Friday, March 17.*** 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 March 17.

| | Name Address | Professional/Business Phone |
|----|-----------------|--------------------------------|
| 1. | _____ | _____ |
| | _____ | _____ |
| 2. | _____ | _____ |
| | _____ | _____ |
| 3. | _____ | _____ |
| | _____ | _____ |

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 kilverc@marshall.edu to be received no later than March 17, 2023.

Carol Kilver,
Administrative Secretary
Upward Bound PH 125
Marshall University
1 John Marshall Drive
Huntington, WV 25755

UPWARD BOUND ADVISOR APPLICATION
REFERENCE FORM

The individual listed below has requested that you provide a reference for them as a part of their application for an Upward Bound Advisor position for summer 2023. Please fill out this form and return it to the address below by Friday, **March 17, 2023**.

Please print.

Your Name _____

Candidate's Name _____

Years Known _____

Relationship to Candidate _____

Please rate the above candidate using the following scale:

1 = Unacceptable 2 = Poor 3 = Average 4 = Good 5 = Excellent

1. Candidate's ability to accept supervision _____
2. Candidate's ability to get along with others _____
3. Candidate's level of reliability and responsibility _____
4. Candidate's problem-solving ability _____
5. Candidate's ability to be flexible in a variety of situations _____
6. Candidate's communications skills _____
7. Candidate's level of maturity _____

Candidate's Strengths: (Please use other side if needed)

Candidate's Weaknesses: (Please use other side if needed)

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