

Humboldt State University - TRiO Upward Bound



Siemens Hall Room 210
Arcata, Ca 95521
(707) 826- 3558 Phone
(707) 826- 3571 Fax
trioub@humboldt.edu



FEMALE **RESIDENT MENTOR APPLICATION PACKET**

The goal of the TRiO Upward Bound program is to assist high school students gain access to educational opportunities and training beyond high school. Upward Bound is a year-round program that is comprised of an academic year component and a summer residential component. The academic year component includes seminars, workshops, tutoring, and academic advising. The summer academy is hosted by Humboldt State University in middle June through late July. The focus is to provide program participants with a real life residential college experience in the summer to help encourage academic success in high school and preparation for postsecondary education.

Students are selected to participate in TRiO Upward Bound based on income eligibility, first generation college-bound status, demonstrated need for services and potential to succeed. The HSU program is designed to motivate and guide students in pursuing, persisting, and graduating from college. Students come from one of six target high schools: Arcata, Hayfork, Hoopa, Southern Trinity, South Fork, and Trinity. TRiO UB is a federally funded program funded 100% by the US Department of Education. Our grant is \$257,500 each year for five years. (2017 – 2022)

Resident Mentor Application Procedures:

- 1. Please submit a TRiO Upward Bound Staff Application. (Pages 3-5)**
- 2. Please complete thoughtful responses to Application Questions (Page 6)**
- 3. Please submit two (2) RM Recommendation Forms (Pages 7 – 10)**
- 4. Please submit an unofficial copy of ALL college transcripts.**
- 5. Please acknowledge dates below. These dates are mandatory for all hires.**
6. April 5th All Staff Orientation Dinner (Friday 5:00-7:00 pm)
7. April 12th Place Based Summer Academy Mentor Education
8. April 20th Parent/Student/Staff Spring Gathering and Celebration
9. June 16th – 20th Mandatory Place Based Mentor Education
10. June 21st Mentors move into Cypress Hall/ Final preparation for student arrival
11. June 22nd – July 27th 2019 TRiO UB Summer Academy

Please return your complete application packet to the address printed above

Application Deadline

Received by 4 pm MONDAY March 11, 2019



JOB TITLE	FEMALE Resident Mentor
DATES OF SERVICE	June 16– July 27, 2019
HOURLY PAY	\$12.00 hour (40 hours/week) plus paid Room and Board (Approximate earnings: \$2,880)

TRiO Upward Bound is a federally funded, college preparatory program designed to generate the skills and motivation necessary for postsecondary educational success among limited income high school students whose parents do not hold a four year college degree. We are funded 100% by the US Department of Education. Our goal is to help students gain access to educational opportunities and training beyond high school through participation in the services offered during the summer residential and academic year components of the project. Students are provided with academic support, tutoring, advising, career and college guidance, and financial aid awareness.

JOB DESCRIPTION

The Resident Mentor (RM) is responsible for a group of approximately ten high school students during our academically rigorous 5 week long Summer Academy at Humboldt State University. Duties include being a tutor, advisor, disciplinarian, role model, mentor, and leader of the core group. Mentors live in the residence halls during the summer academy, attend core classes, coordinate group meetings and monitor study sessions. The RM must assume a leadership role, keep order in the residence hall, and maintain a positive rapport with and respect of program participants. In addition, RM's must maintain good working relationships with each other, with UB instructors, staff, campus and community persons, and other programs on and off campus.

MINIMUM QUALIFICATIONS

A Resident Mentor must demonstrate qualities of cooperation, teamwork, leadership, professional conduct and regard for others. RM's must have well-developed academic skills and be able to assist students with their academic coursework and study skills. Mentors must have a positive attitude toward education and learning and must be making satisfactory progress toward their own degree (in good standing) with at least one year of college completed at the time of application. Mentors must be authorized/eligible to work in the U.S.

PREFERRED QUALIFICATIONS

Preference will be given to college student applicants or recent graduates who have successful experience working with high school students in an educational setting AND who have overcome and are familiar with important educational issues facing low-income, first generation students (similar to those facing project participants). Preference will be also be given to applicants demonstrating a leadership role in a live-in residential program.

REQUIREMENTS

Selected resident mentors will be required to participate in the RM training program (June 16 – 21) prior to the summer session on June 22 – July 27. Before employment begins, mentors must pass a background check through the Department of Justice process.

APPLICATION PROCEDURE

Please submit a complete application packet to the TRiO Upward Bound Office at Humboldt State University, Siemens Hall 210 **by 4:00 pm on Monday March 11, 2019.** For more information call (707) 826-3558.

Late or incomplete applications will not be considered.

Humboldt State University - TRiO Upward Bound

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STAFF APPLICATION

Please print legibly or type.

Personal Information:

Name: _____

Phone: _____ Cell: _____

Email Address: _____

Current Address: Street: _____

City/State: _____ Zip Code: _____

Permanent Address: Street: _____ Telephone: _____

City/State: _____ Zip Code: _____

Emergency Contact: Name: _____ Relationship: _____

Street: _____ Telephone: _____

City/State: _____ Zip Code: _____

I am applying for a position as:

_____ **Instructor** – Subject (s): _____ Credentialed? Yes No

Do you have previous teaching experience? Yes No

If so, where and what: _____

_____ **Resident Mentor**

Do you have prior live-in residential experience in a leadership capacity? Yes No

If so, where and what: _____

Educational Background:

EDUCATIONAL EXPERIENCE: List in order, beginning with the current enrollment information.

Current College or University: _____ Year in School: _____

Major: _____ Overall GPA: _____ Current GPA: _____

What are your future enrollment plans for 2019? SUMMER 2019 FALL 2019

Relevant Work Experience:

Are you currently employed? Yes No *If yes, # of hours per week:* _____

Current Position Title: _____ Supervisor's Name: _____

May we contact your current supervisor? Yes No Supervisor's telephone #: _____

WORK EXPERIENCE: List your previous relevant experience that would complement the mission and goals of TRiO Upward Bound. List in order, beginning with the most recent position you have held. Include any previous paid, work-study, or other volunteer jobs that included work with children/youth, parents and/or teachers.

<p>Dates of Work:</p> <p>From: _____ Month / Year</p> <p>To: _____ Month / Year</p> <p><input type="checkbox"/> Full Time</p> <p><input type="checkbox"/> Part Time</p> <p>Hrs. per wk. _____</p>	<p>Employer's Name: _____ Supervisor's Name: _____</p> <p>Address: _____ Title: _____</p> <p>Telephone: _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Your Title: _____</p> <p>Describe your duties:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Reason for leaving: _____</p>
<p>Dates of Work:</p> <p>From: _____ Month/ Year</p> <p>To: _____ Month/ Year</p> <p><input type="checkbox"/> Full Time</p> <p><input type="checkbox"/> Part Time</p> <p>Hrs. per wk. _____</p>	<p>Employer's Name: _____ Supervisor's Name: _____</p> <p>Address: _____ Title: _____</p> <p>Telephone: _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Your Title: _____</p> <p>Describe your duties:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Reason for leaving: _____</p>

SKILLS ASSESSMENT: Check (X) the types of work you have done and/or skills you possess.

Computer (Microsoft/PC)

- () Word (word processing/labels)
- () Excel (spreadsheets/charts)
- () Access (database management)
- () PowerPoint (presentations/flyers)
- () Adobe Software (digital media)
- () Internet (web-site design)

General Office

- () Answering multi-phone lines
- () File organization/management
- () Scanner (documents/photographs)
- () LCD Projector
- () Copy machine operation
- () Other _____

SUBJECT EXPERTISE ASSESSMENT: Check (X) the subjects of proficiency/expertise/comfort.

Mathematics

- () Algebra
- () Geometry
- () Trigonometry/Algebra II
- () Pre-Calculus/Calculus

Science

- () Biology/Life Sciences
- () Chemistry/Physics
- () General Science

Language other than English

- () Spanish (all levels)
- () French (all levels)

English/Literature

- () Basic Composition/Technical Writing
- () Literature/Critical Thinking-Analysis

History/Political Science

- () World History/US History
- () Political Science/World Cultures
- () Other _____

Other Subjects

- () CAASPP Preparation (English/Math)
- () SAT/ACT Preparation

Is your computer literacy adequate to provide assistance and supervision in a computer lab? Yes No

References:

Please list one personal and one work-related reference:

Personal Reference: _____ Telephone #: _____
Name

Work-Related Reference: _____ Telephone #: _____
Name

Note: In addition to these references, Resident Mentor applicants must also attach two recommendation forms with their application.

Applicant Signature and Consent to Contact References

I give the TRiO Upward Bound selection committee permission to contact the references I have listed on this Resident Mentor application and on the attached recommendation forms. I do hereby agree to hold the person(s) providing my reference, harmless from liability for releasing said information.

I certify that this information is true and correct to the best of my knowledge.

Applicant's Signature

Today's Date

Applicant's Printed Name



*** Please remember to attach your unofficial college transcripts**



APPLICATION QUESTIONS

On a separate piece of paper, please type your thoughtful responses to the following questions. The selection committee will consider the depth of your reply's and will take them into consideration throughout the application process. You may print them and include them in your packet, or you can email them to:

trioub@humboldt.edu

1. Describe your interest in working with the TRiO Upward Bound program
2. How will you assist the students served by Upward Bound in their learning and pursuit of academic excellence? Please include any specific academic tutoring, assistance, or programming areas of experience that you would bring to this position.
3. Briefly describe a workshop, activity, or outreach strategy that you believe would be effective in encouraging, motivating, and informing Upward Bound students about college opportunities.
4. What would you consider to be an important educational issue facing low-income, educationally under-prepared, first generation college students?
5. What tactics would you use to motivate a high school student who faces one of the issues mentioned above?
6. Describe an opportunity you've have had to work with people from cultural backgrounds different than your own.
7. If you are hired for the Resident Mentor position, how do you see your role as a "core group" leader? What would you want to accomplish with your group in a five-week period?
8. Describe what strengths you have that enable you to effectively work with others.
9. Please describe your philosophy regarding disciplinary procedures and how you would implement program rules.
10. Please elaborate (if applicable) on previous or current live-in experiences that you have had.
11. Being a resident mentor for Upward Bound requires an incredible amount of time commitment and energy. How will you manage this commitment (fulfilling the daily duties of an RM) over the course of the summer academy?



(This description is provided for applicants to give to recommenders for informational purposes.)

PROGRAM DESCRIPTION

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QUALIFICATIONS

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RESIDENT MENTOR RECOMMENDATION FORM
(TIME SENSITIVE: DUE MONDAY MARCH 11th by 4 PM)

APPLICANT'S NAME: _____ DATE: _____

To the Applicant: Complete the above information and give this form to a teacher, community leader, employer, or any individual who can comment about your ability to work with high school students as a tutor, disciplinarian, role model and advisor. This form is not intended for your family members or personal friends.

To the Individual completing this form: The person whose name appears above has applied for the position of Resident Mentor for the TRiO Upward Bound Program (see description on reverse side of this form). The selection committee would appreciate your answering the questions in the areas listed below. Thank you for your candidness and your honesty. If you have questions, please call 707-826-3558.

Do you feel this individual will work well with under-represented high school students who come from limited income backgrounds?

Outstanding Above Average Average Needs Improvement

Do you feel this individual will demonstrate leadership qualities and responsibility while on the job?

Outstanding Above Average Average Needs Improvement

Do you feel the applicant will relate as a role model in the areas of behavior and discipline when working with high school students?

Outstanding Above Average Average Needs Improvement

Do you feel the applicant is capable of working as a team member, as well as working with others on an individual basis?

Outstanding Above Average Average Needs Improvement

Do you feel this individual demonstrates maturity, initiative and a positive attitude to be a Resident Mentor?

Outstanding Above Average Average Needs Improvement

Why would you recommend this person as a mentor for TRiO Upward Bound high school students?

Name: _____ Title: _____ Organization: _____

Signature: _____ Date: _____

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Please mail this form to: TRiO Upward Bound Siemens Hall 210 Arcata, Ca 95521
or fax to 707-826-3571 or e-mail your responses to trioub@humboldt.edu. THANK YOU!



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