

University of North Dakota TRIO Upward Bound Program

Resident Tutor Advisor Application

UND's TRIO Upward Bound Program, a federally funded college preparatory program for low-income and first-generation high school students from eight North Dakota and Minnesota schools. Upward Bound is looking to fill positions for its 2022 Residential Tutor Advisor summer program staff. **All applicants must be currently enrolled in or a recent graduate of an accredited university and be in good academic standing. Persons who are themselves first-generation college students and/or from a low-income background are encouraged to apply. Dates of employment: May 24th-July 10th, 2022**

Resident Tutor Advisor position description:

Resident Tutor Advisors (RTAs) work with the Upward Bound Staff to design, assist, implement, and participate in classroom and non-classroom activities throughout each day of the six-week summer program. RTAs mentor, supervise, and tutor the Upward Bound students in the residence hall, during daily classes, and during afternoon/evening/weekend activities/Trips. The RTAs live in the residence hall with the students and are on-call throughout the UB Summer Program.

The pay is \$3,000 for the summer program. All housing, food, and travel costs during the summer program are provided.

Duties include:

- Assisting Upward Bound Staff to plan, supervise, implement, and participate in program activities
- Tutoring students in and outside summer program classes
- Assisting the summer teachers in instructional programs and with classroom supervision
- Rotating night and weekend hall supervision duties with program staff
- Travel with and assist program staff in supervising participants on college tours and cultural trips in state fleet vehicles in a supervisory role is required (**must** have valid state-issued driver's license).
- Reporting directly to Upward Bound Staff
- Additional duties as assigned

Typical Upward Bound Daily Schedule:

7:45-8:15: Breakfast in hall

8:30-12:00: Morning classes

12:00-1:15: Lunch at Wilkerson Dining Center

1:30-3:45: Afternoon classes/labs

4:00-4:30: Daily summer staff meeting

5:00-6:00: Dinner at Wilkerson Dining Center

6:00-9:00: Nightly activity time/student study time

9:30-10:00: RTA-led nightly small group meeting with students (Lights out for students

Follows group meeting)

Please list any prior commitments during the six-week summer program period:

The signing of this document displays to the UND TRIO Director, Upward Bound Assistant Director, and Upward Bound Instruction Coordinator that you are interested in fulfilling the requirements of the RTA position for the summer. All UND Upward Bound positions are pending funding by the US Dept. of Education. Email application materials to UND UB Assistant Director Phillip Coghlan at phillip.j.coghlan@und.edu

Name: _____ Date: _____

UNIVERSITY OF NORTH DAKOTA

TRIO Upward Bound Summer Program Application Resident Tutor Advisor (RTA)

APPLICANT INFORMATION											
Last Name			First			M.I.					
Street Address						Apartment/Unit #					
City				State				ZIP			
Phone				E-mail Address							
Driver's License number, state, exp. date.				Emergency Contact (name, relationship, and number)							
Social Security Number						UND Student (EMPL) ID Number					
How did you learn of this position?											
Have you ever worked for or participated in a TRIO Program?			YES		NO						
If yes, when and in what capacity?											
Have you ever worked for UND?			YES		NO		If yes, which dept. and when?				
Are you a citizen of the United States?			YES		NO		If no, are you authorized to work in the U.S.?			YES NO	
Have you ever been arrested for or convicted of a felony?			YES		NO		If yes, date and type				
Have you ever been arrested for or convicted of an offense involving alcohol or drugs?			YES		NO		If yes, date and type				
Have you ever been subject of any university disciplinary actions?			YES		NO		If yes, explain				
EDUCATION											
High School						Address					
From		To		Did you graduate?		YES		NO		Degree	
College						Address					
From		To		Did you graduate?		YES		NO		Degree	
Other						Address					
From		To		Did you graduate?		YES		NO		Degree	
UNIVERSITY DATA											
Year in college (if graduated, list year)						Current or Graduating University GPA					
Major(s)						Minor(s)					

REFERENCES*Please list three professional references or position-relevant personal references*

Full Name		Title	
Company		Phone	
Full Name		Title	
Company		Phone	
Full Name		Title	
Company		Phone	

PREVIOUS EMPLOYMENT

Employer		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES	NO
Employer		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES	NO
Employer		Phone	
Address		Supervisor	
Job Title			
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES	NO

DISCLAIMER AND SIGNATURE

I hereby certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I give the University of North Dakota TRIO Upward Bound program personnel permission to verify my GPA.

Signature	Date
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EMPLOYEE CONFIDENTIALITY STATEMENT

As an employee of the University of North Dakota TRIO Upward Bound Program, I understand that I may have access to confidential information such as grades, student records, student identification numbers, test results, student progress in class, personal information, and similar data. I am aware that I may receive verbal or written communication with my supervisor, course instructors, or other students concerning this information that should be kept confidential. I also understand that employment with the University of North Dakota TRIO Upward Bound Program means I must responsibly preserve the confidentiality of this information, and that failure to adhere to these guidelines may result in the termination of my employment.

I have read the above employee confidentiality statement and understand and accept the responsibility to preserve the confidentiality of privileged information.

Signature	Date
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On a separate sheet of paper, please answer these questions and submit attached to application (typed): Please describe special skills, abilities, interests, and qualifications that you possess that would be applicable to the Resident Tutor Advisor position including any of the following:

- tutoring experience or knowledge
- summer camp, university residential leadership, or related professional experience that includes supervision and activity planning and implementation
- youth mentoring experience
- personal and professional experience in the areas of graphic design, hands-on STEM education/activities, video production, art/music/drama, athletics, and any other related fields