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 late June through July. The focus is to provide program participants with a real life college experience in the summer while encouraging academic success in high school while preparing for college.

Students are selected to participate in TRiO Upward Bound based on limited family income, first generation college-bound status, a demonstrated need for services and high potential to succeed. The HSU program is designed to motivate and guide students from Arcata, Hayfork, Hoopa, Southern Trinity, South Fork, and Trinity high schools. TRiO UB is a federally funded program funded 100% by the US Department of Education. Our grant is $250,000 each year for five years. (2012 – 2017)

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.

April 25th  Parent/Student/Staff Spring Gathering and Celebration
June 15th – 18th  Mentors attend mandatory training
June 20th  Mentors move into Cypress Hall/ Final preparation for student arrival
June 21st – July 25th  2015 TRiO UB Summer Academy

Please return your complete application packet to the address printed above

Application Deadline

Received by 5 pm MONDAY FEBRUARY 23, 2015
JOB TITLE  Resident Mentor

DATES OF SERVICE  June 15– July 25, 2015

HOURLY PAY  $9.00 hour (40 hours/week) plus paid Room and Board
(Approximate earnings: $2160)

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 will also include being a tutor, advisor, disciplinarian, role model, mentor, and leader of the core group. 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 Upward Bound instructors, permanent 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.

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 15 – 18) prior to the summer session on June 21 – 25. Upon hire, resident mentors must complete a live scan.

APPLICATION PROCEDURE
Please submit a complete application packet to the TRiO Upward Bound Office at Humboldt State University, Siemens Hall 210 by 5:00 pm on Monday February 23rd. For more information call (707) 826-3558. Late or incomplete applications will not be considered.
STAFF APPLICATION
Please print legibly or type.

Personal Information:

Name: ________________________________

Phone: ________________________________ Cell: ________________________________

Email Address: ________________________________

Current Address: Street: ________________ Zip Code: ________________
City/State: ________________________________

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 2015? ☐ SUMMER 2015 ☐ FALL 2015
**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 experience that would relate to 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.

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

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**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.

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**Applicant Signature and Consent to Contact References**

I give the TRiO Upward Bound selection committee permission to contact the references I have listed on Resident Mentor application and on the 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

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* 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 expertise 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?
PROGRAM DESCRIPTION

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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: _________________________

The Resident Mentor application packet (and all recommendation forms) are due by 5pm on MONDAY FEBRUARY 23rd.

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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RESIDENT MENTOR RECOMMENDATION FORM
(TIME SENSITIVE: DUE February 23rd by 5 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.

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

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

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