UPWARD BOUND IS HIRING FOR OUR 2018 SUMMER ACADEMY!

Aloha and thank you for your interest in working with the 6-week summer program for UH Maui College Upward Bound and Upward Bound Math Science. The Upward Bound programs are federally funded through the U.S. Department of Education serving low-income, first generation high school youth. The goal of Upward Bound is simple: prepare our students for entry into and completion of postsecondary degree programs. For more information regarding Upward Bound, see our website at http://maui.hawaii.edu/upward.

The summer program provides a college-like experience for the Upward Bound participants. Activities include academic instruction in college prep core classes, field trips, workshops, and much more. As a college mentor, instructor, coordinator, or counselor, you will have an opportunity to provide leadership, instruction, and guidance to our students. Students will complete rigorous core classes during the first five weeks (including Friday instruction). During the sixth week, selected students will participate in a Continental U.S. College and Cultural Tour. The remaining students will participate in an intensive college and career exploration week.

Program dates are as follows:

**Staff Training**
May 28th – June 1st
9am – 4pm – Dates and times are subject to change depending on availability of rooms at UH Maui College.

**Six-Week Summer Academy Program**
- **First Week** June 4 - June 8, 2018
- **Second Week** June 11 - June 15, 2018 (June 11th Holiday)
- **Third Week** June 18 - June 22, 2018
- **Fourth Week** June 25 - June 29, 2018 (July 4th Holiday)
- **Fifth Week** July 2 - July 6, 2018
- **Sixth Week** July 9 - July 13, 2018

To apply, complete application, appropriate questionnaire (note there are three different questionnaires: College Mentor/Dorm Counselor/Coordinators-New Staff, College Mentor/Dorm Counselor/Coordinator-Returning Staff, and Instructor/Study Hall Coordinator) as well as submit your resume and a copy of your transcripts (returning staff who have not completed additional college coursework do not need to submit a transcript). Please provide two references. Position descriptions are included with this packet. Applications are due to UH Maui College by April 20th, 2018 by 4:30 p.m. No electronic (ie, fax, e-mail) transmissions will be accepted. If you have any questions, please call Jana Wilkinson at (808) 984-3564.

PLEASE SUBMIT APPLICATION MATERIALS DIRECTLY TO UH MAUI COLLEGE PERSONNEL OFFICE BY APRIL 20th, 2018 BY 4:30 P.M.:

- MAIL: UH Maui College, Personnel Office, 310 W Kaahumanu Ave, Kahului, HI 96732 (post marked no later than April 20, 2018)
- Hand Deliver: Must be received by Personnel Office by 4:30pm on April 20, 2018.
DUE TO UH MAUI COLLEGE BY April 20, 2018: Application, Questionnaire, Resume (must include Work/School Experience) Transcripts (unofficial or copy; returning staff only need to submit a transcript if additional college coursework has been completed since last transcript submission), 2 professional reference contacts and/or letters.

Non-Discrimination and Affirmative Action Information: The University of Hawaii is an equal opportunity affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, sexual orientation, gender identity and expression, victims of domestic or sexual violence, genetic information, status as a protected veteran, National Guard participation, breastfeeding, and arrest/court record (except as permissible under State law).

CLERY ACT: In accordance with the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, annual campus crime statistics for the University of Hawaii may be viewed at: http://ope.ed.gov/security/, or a paper copy may be obtained upon request from the respective UH Campus Security or Administrative Services Office.

PERSONAL INFORMATION (PLEASE PRINT OR TYPE)

Name: ____________________________________________________________

Current Address: __________________________________________________

Mailing Address: __________________________________________________

Cell Phone: (__________) __________ Alternative Phone: (__________) __________

Email Address: ________________________________________________

Do you have a valid driver’s license? ☐ Yes ☐ No

EDUCATION: List your Post Secondary Education Experiences

<table>
<thead>
<tr>
<th>SCHOOL</th>
<th>MAJOR</th>
<th>CREDITS</th>
<th>YEARS COMPLETED</th>
<th>DEGREE EARNED</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3 4</td>
</tr>
</tbody>
</table>

EMPLOYMENT INFORMATION:

*Please Check the position in which you will be applying:

____ MATH INSTRUCTOR (75%)
____ SCIENCE INSTRUCTOR (75%)
____ COMPOSITION/LIT INSTRUCTOR (75%)
____ DORM COUNSELOR (100%, 3 positions)
____ COLLEGE MENTOR (100% 11 positions) (please rank 1-3 your shift/position preference)
   _____ 6 Day (regular) Mentors - TA Schedule: 7:00AM-4:00PM or 8:00AM-5:00PM
   _____ 3 Swing-Shift (regular) Mentors – TA Schedule: 2:45 PM - 11:45 PM M-TH, Friday varying hours
____ LEAD COLLEGE MENTOR (100% 2 positions) (please rank 1-2 your shift/position preference)
   _____ 1 Lead Mentor: 7:00AM-4:00PM or 8:00AM-5:00PM
   _____ 1 Lead Swing Shift Mentor - Tentative schedule: 2:45 PM - 11:45 PM M-TH, Friday varying day
Official original documents due upon hire: College Transcripts, TB Clearance, Social Security Card, or I-9 supporting documents due before start of employment.

I hereby certify that all statements in this application are true and correct to the best of knowledge. I further agree and understand that information contained in this application may be verified and that any misstatements of material facts herein may cause forfeiture of all rights to any employment with the University of Hawaii Community Colleges. I also understand that, if selected, I must present documentary evidence to verify my employment eligibility, pursuant to the Immigration Reform and Control Act of 1986.

Date: __________ Original Signature of Applicant: ________________________________
If you are interested in the **college mentor, lead college mentor, or dorm counselor positions**, please answer the following questions. You may continue on the back of this page if needed or type answers on separately if desired.

What interests you in working with Upward Bound in this role? What experiences and skills do you possess will help you?

After reading the position description, what do you like about the position? How does this position relate to your personal/professional/academic goals?

The success of the Upward Bound Summer Program requires many moving parts and the coordination of many staff members. Knowing this, please describe: (1) your leadership abilities and (2) your ability to work with others.

What experience do you have in working with adolescents (this can be paid or unpaid experience)? What does being a “good college mentor” mean to you and how do you exemplify it?

Most college mentors are just a few years older than the Upward Bound participants. Because of this, college mentors tip-toe between being a friend and mentor. This position requires you to be approachable and friendly to the students, while simultaneously maintaining a professional and mentor-like persona. What challenges do you expect to encounter while navigating the relationship between mentor and friend? How will you overcome those challenges?
College Mentors will be responsible for leading a club (such as summer video, summer yearbook, dance or hula, music, design, etc.). Please list your first few choices of clubs to lead (within the list or suggest a new club based on your personal expertise) and your experience with the topic.

SCENARIO: Students have been going to class and activities five to ten minutes late. The excuse has been they don’t have enough time between activities, but you see the same students hanging out, talking, playing games, and walking very slowly to class. Write a short memo that will be given to each student on punctuality (approximately 50 words).

If you are interested in applying for the Lead College Mentor position, please answer the additional questions below. Regular college mentor applicants need not complete the below questions:

Lead College Mentors act in a para-supervisory role to the regular college mentors. Lead College Mentors are expected to oversee study hall for the students, assist in coordinating the schedules of the college mentors, facilitate weekly college mentor meetings, assist the Upward Bound staff where necessary, while also providing support to the Upward Bound students throughout the program. With this in mind, what would be the most challenging aspect of this role, and how would you overcome that?

Lead College Mentors sometimes have to act as an authoritative figure to their college mentor peers. Describe a time in which you had to deliver criticism to a teammate or fellow worker. How did you go about handling the situation? What did you learn from it?
If you are interested in applying for the position of instructor for the UH Maui College Upward Bound program, please answer the following questions. You may continue on the back of this page or type answers if preferred.

1. What interests you in teaching for Upward Bound this summer? What subject(s) are you interested in teaching?

2. What are the critical topics to review or teach during a 5-week summer course in your chosen subject area(s)? What knowledge, skills, or awareness would the students leave your class with after the program?

3. What learning strategies do you use to meet students in their current world perspective?

4. You may have students with varied academic levels in your class. How would you challenge students while also providing a review for those who need it?

5. As this is a summer program, student engagement is very important. How do you engage students in learning?

6. Please describe your best teaching experience and the factors that contributed to it.

7. Below, or on a separate attachment, please provide a sample of a past lesson plan/syllabus/curriculum that you have lead.
POSITION DESCRIPTIONS:

COLLEGE MENTORS - 11 positions (6 Day Mentors, 3 Swing-Shift Mentors, 2 Lead Mentors)

SCHEDULE: Schedule can vary, typical Day Shift is 8:00 AM-5:00 PM OR 7:00 AM-4:00 PM (7 positions), typical Swing Shift is 2:45-11:45 Monday through Thursday and varying day hours on Friday (2 positions); total 40 hours per week. Schedule, days, and specific duties according to the applicant strengths and preference will be discussed during the interview. One candidate will be chosen as a lead mentor to also oversee online foreign language program.

SALARY: $ 12.00 per hour, $14.00 per hour for Lead College Mentor

MINIMUM QUALIFICATIONS:

- Experience with TRIO Programs, adolescent youth, and/or summer youth programs/camps
- Successful completion of 24 credit hours (60 hours preferred)
- Current enrollment in college/university and/or completion of degree/certificate
- 2.5 or higher grade point average
- Effective communication skills (written and oral)
- Ability to assume initiative and perform tasks with minimum supervision

DESIRED QUALIFICATIONS:

- Work experience with teenage youth/diverse clientele
- Knowledge of Hawaiian culture and history
- Ability to tutor English, Literature, Science, Foreign Language, and/or Mathematics
- Major in education, counseling, psychology, social work, human services or related field
- For Upward Bound Math Science: Major of math, science, engineering, or related field
- Ability to lead a club based on personal strengths (i.e. video, yearbook, graphics, dance/hula, etc.)
- Valid driver's license

DUTIES & RESPONSIBILITIES:
1. Assist instructors and other project staff in classes and activities
2. Lead afternoon clubs (i.e. video, yearbook, graphics, dance/hula, or a club suggested by you!)
3. Lead recreational time (first days, Fridays, field trips) and assist in developing activities for students
4. Assist in providing instruction for college-readiness class as assigned
5. Work cooperatively with all UB Staff, instructors, and other program assistants
6. Mentor, support, and advise UB participants
7. Provide an exemplary role model for UB participants
8. Notify staff of potential problems
9. Enforce rules as outlined by project staff
10. Evaluate participants and program
   a. Participants - Daily evaluation should be made to be presented at weekly staff meeting
   b. Program - Weekly evaluation on each covering all facets of the program during duty hours
11. Track attendance and report missing or tardy students to teachers, dorm counselor, and director
12. Drive vans in a safe and responsible manner
13. Provide academic tutoring creating a positive learning environment
INSTRUCTOR:  Math (1 position, 75%, 5-week class)  
Lab Science (1 positions, 75%, 5-week class)  
Literature/Writing (1 position, 75%, 5-week class)

SCHEDULE:  
- Option of 75% (3 classes)  
- 5 hours of class time per week per class for 5 weeks, AM classes, afternoon study, Mon-Fri  
- Instructor develops curriculum before first day of class, option to collaborate  
- Includes mandatory week training before start of program and weekly 1 hour meeting  
- All instructors must also provide study hall support 1-2 days per week, 1:15 PM-2:45 PM

SALARY:  All instructors earn $25/hour  
75%: 30 hours x 2 weeks prep; 30 hours x 5 weeks (class and prep, includes training)

MINIMUM QUALIFICATIONS:  
Bachelor's degree in subject area (or relevant subject area)

DESIREABLE QUALIFICATIONS:  
- Teacher certification; Previous teaching experience at high school or college level  
- Dynamic and engaging teaching style (short lesson demonstration required for interview)  
- Experience developing hands on learning activities and integrated curriculum  
- Experience providing enrichment instruction to prepare students for upcoming academic year  
- Experience working with first generation/low income students

JOB DESCRIPTION:  
Develop and provide comprehensive enrichment instruction in assigned subject area for pre-college secondary students; Develop and maintain an instructional environment that recognizes and integrates individual student differences; Participate in weekly staff meetings; Participate in ongoing and final evaluation of the students, curriculum, and project; All curriculum should integrate logic reasoning, study, and test taking skills.

Math instructor provides instruction to prepare students for upcoming academic classes: Algebra, Geometry, Advanced Algebra, etc. Science instructor provides classes per grade level to prepare students for Chemistry, Biology, and other science courses.

DORM COUNSELOR (2 Positions)

SCHEDULE: 4 PM-1 AM, overnight stay at dorms required, schedule may vary on activity days (Friday variable day hours, no overnight required on Friday evenings); periodic room checks after hours to ensure student safety and rule compliance.

SALARY:  $16.00 per hour, weekly allowance for meals during program hours  
100% time

MINIMUM QUALIFICATIONS:  
- Experience with TRIO Programs, adolescent youth, and/or summer youth programs/camps  
- One year experience working with students in advising, education, or other youth program environment  
- Knowledge of the principles and practices related to providing services to high school age students from disadvantaged backgrounds  
- Ability to assume initiative and perform tasks with minimum supervision and supervise other night staff  
- Successful completion of 60 credit hours (90 hours preferred)  
- Current enrollment in college/university and/or completion of degree/certificate  
- 2.5 or higher grade point average  
- Ability to establish and maintain rapport with students, parents, and professional staff  
- Effective communication skills (written and oral)  
- Valid driver's license
DESIRED QUALIFICATIONS:
- Knowledge of Hawaiian culture and history
- Major in education, counseling, psychology, social work, human services or related field
- For Upward Bound Math Science: Major of math, science, engineering, or related field

JOB DESCRIPTION
Reside at Waterfront Apartments for the duration of the summer program. Plan, direct, and supervise activities during dorm hours. Advise, supervise, and evaluate students in the dorm setting. Participate with other professional staff in continual project review for the purpose of improving the delivery of services to students. Direct and supervise college mentors and security guard. Follow best practices to ensure student safety and compliance with program rules. Assist in meal planning following USDA meal-pattern requirements; Provide transportation for weekly shopping; Ensure students comply with USDA requirements and safety regulations in meal preparation. Plan and implement regular evening cultural and recreational activities for residential students. Supervise evening study hall at UH Maui College for both dorming students and day-student participants in need of evening study hall.