UPWARD BOUND IS HIRING FOR OUR 2019 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, 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. 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:

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<th>Training for College Mentors &amp; Dorm Counselors:</th>
<th>Tentatively May 28 – May 31, 2019 @ 9am – 4pm (dates and times are subject to change)</th>
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</thead>
</table>
| Six – Week Summer Academy Program:             | Week 1: June 3 – June 7, 2019  
Week 2: June 10 – June 14, 2019 (includes working holiday for college mentors and dorm counselors on June 11)  
Week 3: June 17 – 21, 2019  
Week 4: June 24 – 28, 2019  
Week 5: July 1 – July 5, 2019 (includes working holiday for college mentors & dorm counselors on July 4)  
Week 6: July 8 – July 12, 2019 |

POSITION DESCRIPTION IS INCLUDED WITH THIS PACKET.
TO APPLY, YOU MUST SUBMIT THE FOLLOWING TO THE UPWARD BOUND OFFICE

1. Application
2. Resume (must include work/school experience)
3. Transcripts (unofficial or copy; returning staff only need to submit a transcript if additional college coursework has been completed since last transcript submission)
4. 2 professional reference contacts and/or letters

PLEASE SUBMIT APPLICATION MATERIALS DIRECTLY TO UH MAUI COLLEGE UPWARD BOUND OFFICE BY March 1st, 2019 BY 4:30 P.M. via one of the below methods:

- EMAIL: scanned copy to “ubmaui@hawaii.edu” with subject title “Staff App 2019”
- MAIL: UH Maui College, Upward Bound, 310 W Kaahumanu Ave, Kahului, HI 96732 (post marked no later than March 1st, 2019)
  - Hand Deliver: Must be received by UHMC Upward Bound staff by 4:30pm on March 1st, 2019.
  - If you have any questions, please the Upward Bound Office (808) 984-3299
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: ___________________________ 
Last First Middle

Current Address: ___________________________ 
Street / P.O. Box City Zip Code

Mailing Address: ___________________________ 
Street / P.O. Box City Zip Code

Cell Phone: (_____)_________________ 
Alternative Phone: (_____)_________________

Email Address: (_____)_________________ 
Do you have a valid driver’s license? ☐ Yes ☐ No

EDUCATION: List your Post Secondary Education Experiences

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<tr>
<th>SCHOOL</th>
<th>MAJOR</th>
<th>CREDITS</th>
<th>YEARS COMPLETED</th>
<th>DEGREE EARNED</th>
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EMPLOYMENT INFORMATION (please check the position in which you will be applying):

☐ Dorm Counselor (100%, 3 positions)
☐ College Mentor (100% 11 positions) (please rank 1-2 your shift/position preference; refer to position description for scheduling and position difference): ______:7 Day Mentors ______: 4 Swing-Shift Mentors
☐ Lead College Mentor (100% 4 positions) (please rank 1-2 your shift/position preference): ______:3 Lead Day Mentor ______:1 Lead Swing Shift Mentor

Official original documents due upon hire: College Transcripts, Social Security Card, I-9 and all 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 University of Hawaii. 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.
COLLEGE MENTORS - 15 positions (7 Day Mentors, 4 Swing-Shift Mentors, 4 Lead Mentors)

SCHEDULE: Schedule can vary depending on activities planned for the week. Each mentor position equates to 40 hours per week. Schedule, days, and specific duties according to the applicant strengths and preference will be discussed during the interview.

- Day Mentor: Typical schedule is 7:30am-4:30pm OR 7:00am-4:00pm
- Swing Shift: Typical schedule is 2:30pm-11:30pm Monday through Thursday. Friday hours align with day mentors depending on scheduled activity. Swing shift mentors transition from overseeing day students to overseeing residential students in the evening.

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)
3. Lead recreational time and assist in developing activities for students
4. Work cooperatively with all UB Staff, instructors, and other program assistants
5. Be an exemplary role model for UB participants by providing mentorship and support.
6. Enforce UB rules and notify UB Staff of potential problems or conflicts with UB Participants
7. Evaluate participants and program
   a. Participants - Daily evaluation should be made to be presented at weekly staff meeting
   b. Program - Weekly evaluation covering all facets of the program during duty hours
8. Drive vans in a safe and responsible manner
9. Provide academic tutoring creating a positive learning environment
10. Lead College Mentors: Track attendance and report missing or tardy students to teachers, dorm counselor, and director
11. Lead College Mentor: act in a para-supervisory role of regular college mentors. This includes but is not limited to: overseeing weekly college mentor meetings, ensuring all college mentors are kept on schedule, making announcements when necessary, etc.
DORM COUNSELOR (3 Positions)

SCHEDULE: 4:00pm-1:00am, **overnight stay at dorms required Monday through Thursday** (housing will be provided for all required overnight stays). Friday hours align with day mentors depending on scheduled activity; no overnight stay required on Friday evenings and weekend, however housing is available for use during the weekend. Periodic room checks after hours to ensure student safety and rule compliance upon request from Upward Bound project staff.

**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

**DUTIES & RESPONSIBILITIES:**
1. Reside at Waterfront Apartments for the duration of the summer program.
2. Plan, direct, and supervise activities during dorm hours.
3. Advise, supervise, and evaluate students in the dorm setting.
4. Participate with other professional staff in continual project review for the purpose of improving the delivery of services to students.
5. Direct and supervise college mentors and security guard.
6. Follow best practices to ensure student safety and compliance with program rules.
7. Assist in meal planning following USDA meal-pattern requirements; drive UB vans for weekly shopping; Ensure students comply with USDA requirements and safety regulations in meal preparation.
8. Plan and implement regular evening cultural and recreational activities for residential students.
9. Supervise evening study hall at UH Maui College for both dorming students and day-student participants in need of evening study hall.