UPWARD BOUND PROJECT

PRE-BRIDGE TEAM LEADER POSITION FOR SUMMER 2016 (6 POSITIONS)

Program Description: The Upward Bound Project is a federally funded program to encourage postsecondary preparation of high school students who are from low-income families and are first-generation college bound students (the first in their family to go to college). The summer component consists of an intensive, six-week academic program during which the students reside in the University residence halls and receive high school enrichment instruction in writing, literature, foreign language, mathematics, computer literacy, financial literacy and science. Supervised recreation, guidance and peer advising, and career exploration are also provided.

Pre-Bridge Team Leader (TL) Job Description:

• Live in the University Residence Halls with high school participants in the Upward Bound Pre-Bridge program.
• Provide supervision, individual and group tutoring, mentoring, and peer advising.
• Assist instructors with academic program.
• Plan and supervise community service, social, cultural, and recreational activities.
• Supervise study halls.

Qualifications:

• Must have completed a minimum of two years of college, achieved junior status, and be in good academic standing (at least 2.0 cumulative GPA) at institution last attended.
• Must be a responsible individual with good interpersonal skills who enjoys working with adolescents from diverse economic, social, and cultural backgrounds.
• Must be available to attend required training prior to the beginning of the program.
• Prior experience in tutoring and/or peer counseling preferred.
• Driver’s license and good driving record required.
• Persons who have succeeded in overcoming economic and/or social barriers similar to those confronting the target population are encouraged to apply.
• Criminal background check required.
• Must be at least 20 years of age to assist program in transporting students in university vehicles.

Taking University coursework during the summer program is strongly discouraged and requires prior approval of Project Director.

Program Dates: June 26 through August 5, 2016 Pre-Bridge Summer Program (6 weeks)

Mandatory Staff Training will precede program start date = 6/20 – 6/24

Salary: $400/week (approximate) plus room and board for program duration; training days paid.

To Apply:

1. Visit the University of Utah HR website job posting at: https://utah.peopleadmin.com/postings/49049

2. Complete the steps listed to apply for this position.

Contact Information:

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Application Deadline: Open until filled; Interviews by Appointment

PRIORITY GIVEN TO APPLICATIONS COMPLETED BY 3/31

The University of Utah is an Affirmative Action and Equal Opportunity Employer
TRIO PROGRAMS

BRIDGE & JUMP START MENTOR POSITION FOR SUMMER 2016 (2 POSITIONS)

Program Description: Bridge & Jump Start is a program to assist low-income youth to prepare for college. Bridge Mentors will be working with the high school graduates who are 1st-generation, low-income, or students with disabilities. Participants reside in the University residence halls and will be enrolled in classes up to 9 college credits. Supervised recreation, peer advising, community service, and career exploration are also part of the summer experience.

Bridge Mentor Job Description:
- Live in the University Residence Halls with first semester college freshmen participants in the Upward Bound Bridge and Jump Start Programs.
- Provide supervision, individual and group tutoring, mentoring, study sessions, and peer advising.
- Assist instructors with academic program.
- Plan and supervise community service, social, cultural, and recreational activities.
- Assist in Summer programming

Qualifications:
- Must have completed a minimum of two years of college, achieved junior status, and be in good academic standing (at least 2.0 cumulative GPA) at institution last attended.
- Must be a responsible individual with good interpersonal skills who enjoys working with adolescents from diverse economic, social, and cultural backgrounds.
- Must be available to attend required training prior to the beginning of the program.
- Prior experience in tutoring and/or peer counseling preferred.
- Driver’s license and good driving record required.
- Persons who have succeeded in overcoming economic and/or social barriers similar to those confronting the target population are encouraged to apply.
- Criminal background check required.
- Must be at least 20 years of age to assist program in transporting students in university vehicles.

Taking University coursework during the summer program is strongly discouraged and requires prior approval of Project Director.

Program Dates: June 22 through August 5, 2016 Bridge Summer Program (6 weeks)

Mandatory Staff Training will precede program start date = 6/20 – 6/22

Salary: $400/week (approximate) plus room and board for program duration; training days paid.

To Apply:
1. Visit the University of Utah HR website job posting at: https://utah.peopleadmin.com/postings/49055
2. Complete the steps listed to apply for this position.

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UPWARD BOUND PROJECT

RESIDENTIAL SUPERVISOR FOR SUMMER 2016

Program Description: The Upward Bound Project is a federally funded program to encourage postsecondary preparation of high school students who are from low-income families and are first-generation college bound students (the first in their family to go to college). The summer component consists of an intensive, six-week academic program during which the students reside in the University residence halls and receive high school enrichment instruction in writing, literature, foreign language, mathematics, computer literacy, financial literacy and science. Supervised recreation, guidance and peer advising, and career exploration are also provided.

Residential Supervisor Job Description:
• Live in the University Residence Halls with high school students participating in the Upward Bound program and be on duty twenty-four hours per day, Sunday evening through Friday evening, for duration of the six-week program.
• Provide on-site support, supervision, and direction to summer residential staff (TL’s and Mentors); assures that residential staff are meeting established employment expectations; communicates daily with Director, Academic Advisors and residential staff; calls problems to attention of Director and/or Academic Advisors.
• Resolve problems between residential staff and/or students. Mediates situations and establishes further action where necessary.
• Attend daily staff meetings with residential staff and advisors and weekly staff meetings with instructors.
• Participate in activities with students; assists residential staff with supervision of students, planning and implementation of activities, transportation of students and supervision and monitoring of study halls, computer labs, etc.
• In event of medical emergency, consults with residential staff to assess seriousness of situation and necessity of medical treatment. Contacts appropriate persons (Director, Advisors, parents, etc.).
• In event of teacher absence, provides classroom supervision or identifies residential staff to supervise classes.
• Communicates with Office of Residential Living, Heritage Center, and Chartwells regarding issues related to door access, meal cards, linen schedules, etc. In event of student early withdrawal, oversees room inventory; collection of keys, etc.

Qualifications:
• Must be at least 21 years of age.
• Must have completed a minimum of three years of college and achieved senior status (Bachelor’s degree preferred).
• Must be a responsible individual with good interpersonal skills who enjoys working with adolescents from diverse economic, social, and cultural backgrounds.
• Available for the duration of the program including the required training prior to the beginning of the program.
• Prior experience in tutoring, peer counseling, supervision, first aid emergencies and/or residential programs preferred.
• Driver’s license and good driving record required.
• Taking University coursework during the summer program is discouraged and requires prior approval of Project Director.
• Persons who have succeeded in overcoming economic and/or social barriers similar to those confronting the target population are encouraged to apply.
• Criminal background check required.

Program Dates: June 26 through August 5, 2016 Pre-Bridge Summer Program (6 weeks)
*MUST be able to start 6/6/16

Salary: $440/week (approximate) plus room and board for program duration; training days paid.

To Apply:
1. Visit the University of Utah HR website job posting at: https://utah.peopleadmin.com/postings/49050
2. Complete the steps listed to apply for this position.

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The Upward Bound Project is a federally funded program to encourage postsecondary preparation of high school students who are from low-income families and are first-generation college bound students. The summer component consists of an intensive, six week academic program during which the students reside in the University residence halls and receive instruction in writing, literature, foreign language, mathematics, computer literacy and science. Supervised recreation, guidance and counseling, and career exploration are also provided.

Job Description: Tutor participants during afternoon and/or evening study halls, two to four days per week.

Qualifications: Completed at least one year of college and in good academic standing at last institution attended and enjoy working with adolescents from diverse economic, social, and cultural backgrounds and academic skill ranges. Must have significant skills in assigned subject area and have basic computer skills. Must be available during afternoon and/or evenings during scheduled study halls. Persons who have succeeded in overcoming barriers similar to those confronting the target population are encouraged to apply.

Program Dates: June 26 through August 5, 2016

Pre-Bridge Summer Program (6 weeks)

Mandatory Staff Training will precede program start date = 6/20 – 6/24

Salary: $9/hour; training days paid.

To Apply:
1. Visit the University of Utah HR website job posting at: https://utah.peopleadmin.com/postings/49053
2. Complete the steps listed to apply for this position.

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UPWARD BOUND PROJECT

TEACHING POSITIONS FOR SUMMER 2016

Program Description: The Upward Bound Project is a federally funded program to encourage postsecondary preparation of high school students who are from low-income families and are first-generation college bound students (the first in their family to go to college). The summer component consists of an intensive, six-week academic program during which the students reside in the University residence halls and receive high school enrichment instruction in writing, literature, foreign language, mathematics, magazine, financial literacy and science. Supervised recreation, guidance and peer advising, and career exploration are also provided.

Job Description: Assists with the coordination, design and production of activities for educational programs. Applications will be accepted for individuals with experience in the following school subjects:

Math: Pre-Calculus, Statistics, and Utah’s Common Core Math Standards
Atmospheric/Earth Science: develop curriculum to meet project objective
Writing Composition: develop curriculum to meet project objective
Foreign Language: Introductory; to be determined based upon applicant
Magazine: As primary editor, supervises & instructs students involved with publication of TRIO summer magazine
Literature: develop curriculum to meet project objective
Financial Literacy: develop curriculum to meet project objective

Depending on subject matter, teach classes of high school level courses daily.

Math, Atmospheric/Earth Science, & Writing Composition are 5 classes daily. Each class is approximately one hour per day, five days per week plus preparation time = 40 hours per week.

Foreign Language, Magazine, Literature, & Financial Literacy are 1 or 2 classes daily. Each class is approximately one hour per day, five days per week plus preparation time 15-20 hours per week.

Qualifications: Bachelor's degree in education and/or instructional topic; one-year teaching experience at the secondary or college freshman level preferred. Secondary certification or graduate students preferred. Applicants should be innovative and creative teachers who enjoy working with adolescents from diverse economic, social, and cultural backgrounds and academic skill ranges. Persons who have succeeded in overcoming barriers similar to those confronting the target population are encouraged to apply.

Program Dates: June 27 through August 5, 2016

Pre-Bridge Summer Program (6 weeks)

Mandatory Staff Training will precede program start date = 6/20 – 6/24

Salary: $15/hour, dependent upon qualifications and federal funding.

TO APPLY:
1. Visit the University of Utah HR website job posting at: https://utah.peopleadmin.com/hr/postings/49102
2. Complete the steps listed to apply for this position.

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UPWARD BOUND PROJECT

INTERNSHIP COORDINATOR FOR SUMMER 2016

PROGRAM DESCRIPTION: Upward Bound is a federally funded program to assist low-income youth to prepare for college. The program includes intensive academic enrichment for students in grades 9 through 12 and a college orientation (Bridge) program for recent high school graduates. Participants reside in the University residence halls and receive instruction in writing, literature, foreign language, mathematics, computer literacy and science. Supervised recreation, guidance and counseling, community service, and career exploration are also part of the summer experience.

JOB DESCRIPTION: Implements the Summer Career Internship component for the Upward Bound program.
- Identifies approximately 30 potential internship positions that meet the specified criteria and that match the career interests of the participants.
- Matches the internships to the youth identified to participate in the internship component.
- Maintains contact with internship site supervisors throughout the program and acts as liaison between the participants, the Upward Bound program, and the career internship site supervisors to insure that both participants and site supervisors are benefiting from the internship.
- Provides occasional workshops to students regarding appropriate work related behaviors, problem solving strategies, etc.
- Weekly, collects and approves time-cards.
- Follow-ups at end of program with survey of site supervisors to determine satisfaction.
- Participates in staff training and staff meetings.

QUALIFICATIONS:
- Must be at least 20 years of age.
- Must have completed a minimum of two years of college
- Must be a responsible individual with good interpersonal skills who enjoys working with adolescents from diverse economic, social, and cultural backgrounds.
- Available for the duration of the program including the required training prior to the beginning of the program.
- Driver’s license and good driving record required.
- Persons who have succeeded in overcoming economic and/or social barriers similar to those confronting the target population are encouraged to apply.

Program Dates: June 27 through August 5, 2016
Pre-Bridge Summer Program (6 weeks)
Mandatory Staff Training will precede program start date = 6/20 – 6/24
THIS POSITION BEGINS 5/23

Salary: $11/hour for 10-15 hours a week

TO APPLY:
1. Visit the University of Utah HR website job posting at: https://utah.peopleadmin.com/hr/postings/39731
2. Complete the steps listed to apply for this position.

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UPWARD BOUND PROJECT

COLLEGE PREPARATION TEACHING POSITION FOR SUMMER 2016

Program Description: The Upward Bound Project is a federally funded program to encourage postsecondary preparation of high school students who are from low-income families and are first-generation college bound students (the first in their family to go to college). The summer component consists of an intensive, six-week academic program during which the students reside in the University residence halls and receive high school enrichment instruction in writing, literature, foreign language, mathematics, computer literacy, financial literacy and science. Supervised recreation, guidance and peer advising, and career exploration are also provided.

Job Description: Teach 1 college preparation (Next Steps) class per week. The class is approximately one hour per day, five days per week plus preparation time = 10 - 15 hours per week. Develop appropriate curriculum to introduce high school juniors to the college admissions and financial aid process. This course will help students prepare a high school senior college preparation plan to enroll into a post-secondary institution by fall 2016. Provide student consultation and tutoring during study halls. Maintain appropriate student records; participate in staff training and staff meetings.

Qualifications: Undergraduate or graduate student leader. Student should show experience in workshop development and familiarity with the admissions and financial aid process. Preference given to students with 3.0 CGPA or higher and above 59 credits earned. Applicants should be innovative and creative teachers who enjoy working with adolescents from diverse economic, social, and cultural backgrounds and academic skill ranges. Persons who have succeeded in overcoming barriers similar to those confronting the target population are encouraged to apply.

Program Dates: June 27 through August 5, 2016
Pre-Bridge Summer Program (6 weeks)
Mandatory Staff Training will precede program start date = 6/20 – 6/24

Salary: $13/hour, dependent upon qualifications and federal funding.

To Apply:
1. Visit the University of Utah HR website job posting at: https://utah.peopleadmin.com/hr/postings/49057
2. Complete the steps listed to apply for this position.

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