

Application Priority Deadline: February 15, 2012
Application Closing Date: 5 pm February 23, 2012

BOWDOIN COLLEGE - UPWARD BOUND
SUMMER 2012 STAFF APPLICATION



3400 College Station
Brunswick, ME 04011
Phone: (207) 725-3559 * Fax: (207) 725-3078

APPLICATION CHECKLIST

PLEASE NOTE THAT APPLICATIONS WILL NOT BE CONSIDERED COMPLETE WITHOUT THE FOLLOWING:

- Current Resume**
- Contact info & relationship for 3 references (written letters not required)**
- 2 workshop descriptions**
- Response to short answer questions**
- Applicant signature**

UPWARD BOUND SUMMER PROGRAM POSITIONS

The 2012 summer session requires a commitment from June 18 – August 8 and consists of a weeklong staff training at the beginning, an intensive six-week period with students in residence and a final 4-day staff wrap-up session. The following are some of our expectations of staff:

- Full-time residence in the UB dormitories with some day and evening duties.
- Assist instructors in the classroom.
- Mentor, chaperone, and transport students during extra-curricular activities and weekend trips.
- Lead nightly group study sessions.
- Participate in the Cooperative Living Program (sharing in household tasks).
- Design and teach an afternoon workshop that meets once a week.
- Participation in all scheduled staff meetings.
- Write evaluations of students.

For more information, position descriptions, and FAQ:
<http://www.bowdoin.edu/upward-bound/>

PLEASE RETURN BY 5 PM FEBRUARY 23, 2012

PERSONAL INFO

Applicant's Name: _____

Bowdoin students only: Bowdoin ID# _____

College Address (SU Box): _____

College Phone: _____ **Cell Phone:** _____

Home Address: _____

Home Phone Number: _____

E-Mail Address: _____

Are you eligible for the College Work Study program? Yes No

Most summer program positions require a driver's license and eligibility to be trained as an authorized driver of college vehicles.

Have you had a valid drivers license for a year or more? Yes No

Are you currently certified to drive Bowdoin vans? Yes No

If not, are you willing to be trained in order to transport students in college vans? Yes No

EDUCATION

Secondary School: _____

City, State _____ Graduation Date: _____

Post-secondary: _____

City, State _____ Graduation Date: _____

Major/Areas of study: _____

Graduate Education (if applicable): _____

City, State _____ Graduation Date: _____

AREAS OF INTEREST

1. **The teaching assistant role involves working alongside faculty and leading study sessions. On the scale of 1 to 4 (1 = low, 4 = high.), please circle the number that best describes your interest and ability to assist in the following subject areas:**

Writing/literature: Interest: 1 2 3 4 Ability: 1 2 3 4

This course focuses on the writing process and asks students to write and revise often (using computers), read, participate in one-on-one conferences and peer discussion groups.

Mathematics: Interest: 1 2 3 4 Ability: 1 2 3 4

This is a self-paced course in which students build on their math skills from the previous school year and prepare for future high school courses; typically students either work on their own or in small groups; instructors serve as coaches, facilitators, and colleagues in problem solving.

Lab science: Interest: 1 2 3 4 Ability: 1 2 3 4

The goals of UB science classes (physics, chemistry, and microbiology) are to offer students hands-on science instruction that enhances critical thinking and problem solving skills and builds students' interest and self-confidence in scientific exploration.

Foreign Language Interest: 1 2 3 4 Ability: 1 2 3 4

Upward Bound works with a number of students for whom English is not their first language. Do you speak any languages other than English? Would you be comfortable either conversing in this language and/or sharing your language with students?

2. **Residential staff are expected to design and lead an afternoon workshop that would meet either once or twice a week. On a separate page, please describe one or two workshops you would enjoy developing. Please feel free to be creative. Examples of successful workshops from past summers include: computers, dance, political drama, aerobics, weight-lifting, creative writing, Greek mythology, community/volunteer projects, drawing and painting, tennis, French cuisine, first aid, and wood working.**

EXPECTATIONS & AGREEMENT

In order to ensure a safe and healthy environment for all members of the Bowdoin Upward Bound community, staff members are expected to abide by the following. Please read these expectations carefully and sign below to indicate your understanding.

- * *The use of alcohol or drugs while on duty is prohibited and grounds for dismissal.*
- * *A staff member who uses alcohol or drugs while off-duty is not permitted to return to Upward Bound facilities and/or have contact with students while the staff member is under the influence. Infraction of this rule is also grounds for dismissal.*
- * *Romantic or sexual relationships between students and staff are prohibited and grounds for dismissal.*
- * *Staff members who drive a vehicle carrying students are expected to observe all speed limits and rules of the road and to exercise caution at all times.*

I have read and understood the above expectations and agree to abide by them should I be employed by Bowdoin College Upward Bound. I also attest that the information provided on this application is true to the best of my knowledge.

Signature

Date