

# Humboldt State University - TRiO Upward Bound



Siemens Hall Room 210  
Arcata, Ca 95521  
(707) 826- 3558 Phone  
(707) 826- 3571 Fax  
[trioub@humboldt.edu](mailto:trioub@humboldt.edu)



## **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 25 <sup>th</sup>	Parent/Student/Staff Spring Gathering and Celebration
June 15 <sup>th</sup> – 18 <sup>th</sup>	Mentors attend mandatory training
June 20 <sup>th</sup>	Mentors move into Cypress Hall/ Final preparation for student arrival
June 21 <sup>st</sup> – July 25 <sup>th</sup>	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**



<b>JOB TITLE</b>	Resident Mentor
<b>DATES OF SERVICE</b>	June 15– July 25, 2015
<b>HOURLY PAY</b>	\$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 23<sup>rd</sup>**. For more information call (707) 826-3558. Late or incomplete applications will not be considered.

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## STAFF APPLICATION

*Please print legibly or type.*

### Personal Information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Address: Street: \_\_\_\_\_

City/State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

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.

<b>Dates of Work:</b> From: _____ Month / Year To: _____ Month / Year <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Hrs. per wk. _____	Employer's Name: _____ Address: _____ Telephone: _____ Your Title: _____	Supervisor's Name: _____ Title: _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Describe your duties:</b>		
Reason for leaving: _____		
<b>Dates of Work:</b> From: _____ Month/ Year To: _____ Month/ Year <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time Hrs. per wk. _____	Employer's Name: _____ Address: _____ Telephone: _____ Your Title: _____	Supervisor's Name: _____ Title: _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Describe your duties:</b>		
Reason for leaving: _____		

**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

Language other than English

- ( ) Spanish (all levels)
- ( ) French (all levels)

English/Literature

- ( ) Basic Composition/Technical Writing
- ( ) Literature/Critical Thinking-Analysis

History/Political Science

- ( ) World History/US History
- ( ) Political Science/World Cultures
- ( ) Other \_\_\_\_\_

Other Subjects

- ( ) CAHSSE Preparation (English/Math)
- ( ) SAT/ACT Preparation

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

**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.

**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



**\* 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](mailto: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?



**(This description is provided for applicants to give to recommenders for informational purposes.)**

## **PROGRAM DESCRIPTION**

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## **QUALIFICATIONS**

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**RESIDENT MENTOR RECOMMENDATION FORM**

*(TIME SENSITIVE: DUE February 23<sup>rd</sup> 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.

\*\*\*\*\*

**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: \_\_\_\_\_

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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](mailto:trioub@humboldt.edu). THANK YOU!





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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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