



## NOTICE OF SUMMER JOB OPENINGS

### Job Description:

Summer positions involve living in SUU resident hall to tutor and supervise up to 60 high school students from the SUU UB Project, about 1/3 of which are Native American students. Both male and female positions are open for the six-week summer component. Tutor/supervisors will work weekdays and weekends, supervised by the project's Director and Assistant Director. All finalists will be fingerprinted for a completed background check. Taking University coursework during the summer program is discouraged.

### Responsibilities:

- Serve as a positive role model for participants.
- Assist in residence hall, classroom, activity, and field trip supervision.
- Attend class, assist with classroom management, and tutor daily study sessions.
- Assess disciplinary problems and act in compliance with program guidelines.
- Work with other staff to plan and teach workshops, activities, and recreation.
- Perform other duties, attend meetings and submit paperwork as assigned.

### Qualifications:

- At least 20 years of age and at least two years college completed by June 1.
- In good academic standing.
- A responsible individual who enjoys interacting with teenagers.
- Possess excellent communication, social and interpersonal skills.
- Possess strong leadership qualities and also have the ability to function as a team player.
- Able to effectively tutor in nutrition, biology, math, English, Spanish and/or German.
- Able to live in an apartment of resident housing and work extended hours.
- Also important; computer literacy, tutoring experience, possession of a valid driver's license, experience working with high school students, ability to work with a multicultural population. Experience with Native American education a plus.

**Dates:** May 31 through July 11, 2018 (six weeks)

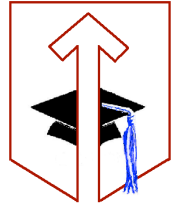
**Salary:** \$2400 plus room and board. (Taxes withheld, salary subject to funding)

**Application Deadline:** *March 9, 2017.* Interviews begin Monday, March 19<sup>th</sup> and continue until all positions are filled.

*Deliver application and copy of college transcript to Multipurpose Center 209 F (offices on west side of building above dance labs); Fax to 435.865.8493; or mail to SUU Upward Bound, 351 W.*

*University Boulevard, Cedar City, UT 84720*

**Contact:** For more information, contact UB staff at 435.773.8933 for Bailee Bahr or 435.559.8069 for Leanne Maxwell; or check our web site at <http://suu.edu/trioub/>



**APPLICATION  
UPWARD BOUND SUMMER TUTOR/SUPERVISOR**

*Application Deadline: March 9, 2018*

*Note: Please include a transcript of all your college classes and credits.*

Name \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
First Middle Last Social Security Number

Current Address \_\_\_\_\_ Phone # ( ) - \_\_\_\_  
Street City State Zip

Permanent Address \_\_\_\_\_ Phone # ( ) - \_\_\_\_  
Street City State Zip

Phone Number after May 4, 2018 ( ) - \_\_\_\_ e-mail address \_\_\_\_\_

Circle classes you can competently tutor: BIOL 1010, COMM 1010, MATH 1010, ENGL 1010, ENGL 2010, GERM 1010

Are you employed now? Yes [ ] No [ ] If yes, may we contact your present employer? Yes [ ] No [ ]

Have you ever been employed by SUU? Yes [ ] No [ ] Department \_\_\_\_\_

**REFERENCES**

List three persons not related to you who you have known at least one year.

Name	Address	Telephone	Business/Occupation

**EDUCATION**

School Name	City	Major or Subjects	Years Attended	Year Grad.	Degree

**QUALIFICATIONS AND SKILLS:** Computer (software) programs, Tools, Equipment, Related Skills, Certificates, etc.


## WORK HISTORY

Begin with present or most recent, list your three most significant employers. If you wish to elaborate, a supplemental sheet or resume may be attached. Include military service if applicable.

Firm Name	Dates From:	To:
Address		
Job Title:	Responsibilities and Duties:	

Firm Name	Dates From:	To:
Address		
Job Title:	Responsibilities and Duties:	

Firm Name	Dates From:	To:
Address		
Job Title:	Responsibilities and Duties:	

## CONVICTIONS

Have you ever been convicted of a felony? Yes [ ] No [ ] If yes, please explain: \_\_\_\_\_

When \_\_\_\_\_ Where \_\_\_\_\_ Final Disposition \_\_\_\_\_

Have you ever been convicted of a Class A misdemeanor? Yes [ ] No [ ] If yes, please explain: \_\_\_\_\_

When \_\_\_\_\_ Where \_\_\_\_\_ Final Disposition \_\_\_\_\_

## APPLICANT'S AGREEMENT

I hereby guarantee the correctness of the above statements. I understand the making of false statements will be sufficient cause for dismissal. I hereby authorize Southern Utah University to inquire as to my record with any or all of my former employers, with the exception of \_\_\_\_\_, and understand that Southern Utah University will suffer no liability as the result of such inquiries.

Signature \_\_\_\_\_

Date \_\_\_\_\_

As an Equal Opportunity/Affirmative Action Employer, Southern Utah University thanks you for completing this application and pledges not to discriminate with respect to race, color, age, sex, religion, national origin, handicaps or political affiliation. Request for special accommodations under the Americans with Disabilities Act during the application process should be directed to the Human Resources Office, Administration Building, Room 106. Phone (435) 586-7754 or Fax (435) 865-8420.