Upward Bound Math Science Program
Employment Application

When? Training will be June 25th – 27th,
The program begins June 30th and ends August 8th, students will arrive June 29th in the afternoon. Full-time staff members will move out August 9th.

What is the UBMS Program?
The Ramapo College Upward Bound Math & Science program provides support to secondary school students (grades 9 through 12) with college potential, so that they can complete high school with the background and skills necessary to successfully pursue post-secondary education in the areas of science, math and technology. The participants are recruited from Paterson, NJ and must meet federal eligibility guidelines. The Upward Bound Math Science program at Ramapo College of New Jersey is supported by a grant from the U.S. Department of Education in the amount of $263,414 representing 96% of the total costs. The program serves at least 59 students annually.

Participants spend six weeks during the summer living on the Ramapo College campus and taking specially designed courses in science, math, language arts, computer skills, foreign language, and problem solving skills. The afternoons and evenings are filled with study sessions, cultural, and recreational activities. The summer courses are taught by certified high school teachers. The curriculum is designed jointly by high school teachers and the Ramapo College math and science faculty.

Qualifications:
- Must be a good student (2.8 GPA or better),
- Must have leadership qualities
- Must be a good role model
- Must be dedicated to the ideal of access to higher education for all qualified persons
- Must be available:
  3 days of intensive (unpaid) training (June 25th – 27th)
  During the 6 week residential program (June 30-August 8)-July 4th will be a holiday, counselors not “on call”
Upward Bound Math Science Program

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Responsibilities

Full-time Tutor/Counselors
Responsibilities may include:

• assisting students with homework and study skills (in all subject areas),
• managing their residential college experience as well as taking part in recreational activities,
• attending and assisting the Residential Director on planned field trips and other scheduled activities,
• assisting in coordinating activities, monitoring students’ academic progress, classroom, cafeteria and residence hall behavior (attendance, lateness, etc.) whenever you are in the presence of the students
• encouraging students to follow the rules and regulations of the program.
• **Must be able to live on campus during the 3 day (unpaid) training prior to the summer session and Sundays through Fridays for the 6 week residential program.**

Full-time Night Security
Responsibilities may include:

• overseeing the safety of students after curfew
• patrolling corridors and reviewing monitors through the night until day-time staff are on duty (11:00pm – 7:00am)
• alerting the residence director immediately of any inappropriate activity during “curfew hours”
• encouraging students to follow the rules and regulations of the program.
• **Must be able to live on campus during the 3 day (unpaid) training prior to the summer session and Sundays through Fridays for the 6 week residential program.**

Full-time Tutor/Counselors and Night Security may **not** have other jobs during the six week summer session or be enrolled in any course during that time.

You will be “On-Call” 24hrs when students are present on campus.

Compensation

Full-time tutor counselors are paid based on years of experience with UBMS:

$2,100 – new counselors $2,300 – 2nd year $2,500 – 3rd year $2,700- 4th year

Full-time Night Security is paid based on the Cahill Center pay scale according to responsibilities and applicants year of study.

Housing: Housing within the dorm where our program is located is included for those who have responsibilities pertaining to dorm life and have fulltime status with UBMS.

Meals: Full-time staff with residential responsibilities will receive free meals during student meal times.
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Responsibilities

Part-time Tutor/Counselors

Responsibilities may include:

- assisting Upward Bound instructors in the labs and classrooms, tutoring participants, and related activities as needed,
- escorting and monitoring students to and from class, meals and other academic activities,
- assisting students in classroom and lab environment, assisting teaching staff during classroom projects and workshops
- **Must be available during the 3 day (unpaid) training prior to the summer session and for the 6 week residential program.**
- Hours and specific responsibilities to be individually assigned and based on assigned classes.

Compensation

Salary will conform to the Cahill Center pay scale according to your responsibilities and applicants year of study.

WHAT A TYPICAL SUMMER DAY SCHEDULE LOOKS LIKE

SUNDAY

8:00 pm  Students arrive

MONDAY-THURSDAY (times are approximate)

8:30  Wake up and breakfast.
9:25-1:00  Science labs and other classes
1:05  Lunch
1:45  Escort students back to class
1:50-5:00  Classes
5:00-6:00  Learning circles/study hall
6:00  Dinner
7:00-8:00  Supervise student free time
8:00-10:00  Evening Activities
11:00  Student Curfew

FRIDAY

Brunch at 10:30am

No regular classes, special activities as planned.
Students are expected to leave before dinner.

Positions opened until filled

Check list

My application is complete:

☐ I have signed the application giving permission for UB to obtain a copy of my transcript.
☐ I have included a cover letter delineating my skills and my interest in working for UB
☐ I have included a vita or resume
☐ Two Letters of Recommendation have been submitted in sealed envelopes (referee’s signature over the seal)
### Ramapo College Upward Bound Math Science Program

Application for Employment

<table>
<thead>
<tr>
<th>First Name __________________</th>
<th>MI_____</th>
<th>Last Name __________________</th>
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<tbody>
<tr>
<td>Email Address(es)</td>
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<table>
<thead>
<tr>
<th>Campus Address</th>
<th>Permanent Address</th>
<th>City</th>
<th>State</th>
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<tr>
<th>Telephone # 1</th>
<th>Cell #</th>
<th>Student R#</th>
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**Position(s) Applied For:**

- **Full-time:** specific duties will be assigned to meet the needs of the employee and the program, while striving for an equitable distribution of work among all full-time staff.
  - I prefer to work day/evening.
  - From the possible duties listed above, my skills could be best used as:

- **Part-time:** hours and salary to be individual decided.
  - Classroom assistant/tutor in biology, chemistry, physics, math, English, other.

  - I am available to work:
    - Days:     Hours:

<table>
<thead>
<tr>
<th>Current Grade (circle one)</th>
<th>Freshman</th>
<th>Sophomore</th>
<th>Junior</th>
<th>Senior</th>
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**Expected Graduation Date (Month/Year):** ___________ GPA:_______ Major:_   _  __________________

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<tr>
<th>Names of two (2) Professors who will provide a reference for you: (Ramapo profs preferred)</th>
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<tr>
<td>1. ________________________________________________________________________________</td>
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<tr>
<td>2. ________________________________________________________________________________</td>
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Please have letters of recommendation sent directly to Aaron Helton-Holloman in G 237 / aheltonh@ramapo.edu
# Upward Bound Math Science Program

## Employment Application

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<tr>
<th>Do you have a valid driver’s license?</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>State _______ Driver’s License Number</td>
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<th>Are you planning on taking summer courses?</th>
<th>Yes</th>
<th>No</th>
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<tr>
<td>If yes, what session(s) (please circle all that apply)</td>
<td>Session 1</td>
<td>Session 2</td>
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I give permission to the Upward Bound Math Science program to obtain copies of my official college records and transcripts related to the purpose of this employment application.

______________________________  _____________
Signature                      Date

Attach a cover letter, your resume with two sealed letters of recommendation and return to:
Aaron Helton-Holloman
Room G237
E-mail: aheltonh@ramapo.edu (Type in RE: UB staff app)
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Please answer the following questions in the space provided below or in an attached document.

1. Why do you want to work as an Upward Bound tutor/counselor?

2. What are your strengths and weaknesses with regard to working with high school students?
   
   Strengths:

   Weaknesses:

3. How would you keep students motivated during an academically vigorous summer?

4. What is your approach/philosophy toward student discipline?

5. If hired as a tutor/counselor, what will you contribute to the program?