

Name: _____ Date: _____

Address: _____

Phone: _____ College Classification (So, Jr, Sr.): _____

E-Mail: _____

- You will need:**
- Letter of Interest
 - Two (2) Completed Recommendations
 - Resume
 - Copy of College Transcript *(can be unofficial)*

JOB DESCRIPTION:

The Upward Bound Math & Science Center is currently seeking qualified individuals to serve as residential advisors for the six-week summer program. The position consists of working with high school students grades 9th, 10th & 11th that need assistance in a variety of areas: academic skills, personal interaction, cultural development, career guidance and awareness. *(For more see detailed job description; provided on request)*

DUTIES:

- Live in the residential hall throughout the six-week period.
- Be available to attend all required program activities on weekdays and/or weekends.
- Capable of exhibiting appropriate social and behavior skills.
- Comply with all UT Arlington and UBMS regulations, rules, and policies.

EXPERIENCE:

1. What experience do you have working with high school students? Please explain.

2. Have you ever worked for a Pre-College program or TRIO affiliate? Yes No

Name of Organization: _____

Telephone: _____

Institution: _____

3. Have you ever worked in a position on campus at UT Arlington? Yes No

Department/Location: _____

Supervisor's Name: _____

Telephone: _____

SPECIAL SKILLS/QUALIFICATIONS:

1. Do you speak / write a language other than English? Yes No
 If yes, what other language/s do you speak/write?
 How fluent: Minimal Good Excellent
2. Have you ever lived in a residence hall (dorm)? Yes No
3. Do you have CPR/First Aid Certification? Yes No
 If yes, please provide a photo copy
4. Are you willing to travel on weekends? Yes No
5. Will you be taking summer session classes? Yes No
 Summer I _____ (total hours) Summer II _____ (total hours)

*Please explain any potential conflicts that would interfere with your ability to perform the job duties if employed by the Upward Bound Math & Science Center.

RECOMMENDATIONS:

Please submit two recommendations that provide us with knowledge concerning your value to the Upward Bound Math & Science Center. Use the attached recommendation form for each. *Professional references required (i.e. Teachers, Instructors/Professors, Counselors, Employers, Supervisors, etc.). Recommendations from family will not be considered.*

Application Procedure: The Upward Bound Math & Science Center may not interview all applicants for vacancies. Those applicants to be interviewed will be contacted by office staff shortly after the application deadline. Applicants selected will be notified by phone and/or e-mail shortly after all scheduled interviews have been completed. Selected applicants will be asked to complete the University of Texas at Arlington application packet, Criminal Background Check form, and must provide a photocopy of their social security card and driver's license.

Application Verification: I verify that all information provided on this application is true, correct and complete. I understand that any false, misleading, incomplete, or omitted information will result in rejection of my application or dismissal from employment, whenever discovered. I understand that this application is not a job offer or a contract of employment. If hired, my employment will be for the specified time period. If employed, I will comply with all university and Upward Bound Math & Science policies, rules and procedures.

SIGNATURE: _____ **DATE:** _____

*Please return this form to: Carlisle Hall, Room 706
OR
Mail to: UT Arlington UBMS, Box 19356, Arlington, TX 76019*

**THE UNIVERSITY OF TEXAS AT ARLINGTON
UPWARD BOUND MATH & SCIENCE CENTER**

**RECOMMENDATION FORM
- RESIDENTIAL ADVISOR -**

APPLICANT NAME: _____

The person named above is applying for a position as Residential Advisor with the Upward Bound Math & Science Center. In this position the applicant will be working with high school students in grades 9th, 10th & 11th that come from across Texas. They will live in a college residential hall with the students for six weeks and will be involved in supervising student activities, as well as providing assistance in a variety of areas: academic skills, personal interaction, cultural development, & college and career guidance and awareness. We hire college students (such as the above) to act as positive role models, provide tutoring and informal counseling for our students.

<p>I have known this candidate for: ____ less than 1 year ____ 1-3 years ____ over 3 years</p> <p>In what capacity: _____</p> <p>I ____ highly recommend ____ recommend ____ recommend w/reservation</p>

On the next sheet of the recommendation, please give us your appraisal of the applicant in terms of the qualities listed. These recommendations are an important part of our screening process. Please be honest and descriptive in your comments.

Please print, sign, and send your recommendation to:

**The University of Texas at Arlington
Upward Bound Math & Science Center
c/o Resident Advisor Position
PO Box 19356
Arlington, TX 76019**

RECOMMENDER INFORMATION

Name: _____

Employer: _____ Occupation: _____

Phone: _____

E-Mail: _____

Signature: _____

Date: _____

**THE UNIVERSITY OF TEXAS AT ARLINGTON
UPWARD BOUND MATH & SCIENCE CENTER**

**RECOMMENDATION FORM
- RESIDENTIAL ADVISOR -**

APPLICANT NAME: _____

Please circle the appropriate rating you believe fits the applicant in terms of the qualities listed below (1 – Poor, 3 – Average, 5 – Excellent):

Ability to work with others	1	2	3	4	5
Oral / Written Communication Skills	1	2	3	4	5
Maturity	1	2	3	4	5
Initiative	1	2	3	4	5
Leadership	1	2	3	4	5
Multicultural Perspective	1	2	3	4	5
Self-Confidence	1	2	3	4	5
Ability to work independently	1	2	3	4	5
Integrity	1	2	3	4	5
Ability to give & receive constructive feedback	1	2	3	4	5
Organizational / Managerial Skills	1	2	3	4	5
Creativity	1	2	3	4	5
Responsibility	1	2	3	4	5
Promptness	1	2	3	4	5

Please provide us with any additional information about this candidate that you feel would be relevant to this position.