Nizhoni Academy Summer Student Worker

Nizhoni Academy is a pre-college bridge program designed to prepare Native America high school students to become successful college students. The program is an annual four-week academic and residential summer academy held on the campus of northern Arizona University in Flagstaff, Arizona. The academy emphasizes a rigorous academic instruction, a clear understanding of the demands of college studies, and high academic competency and study skill necessary to be a successful student in college.

Program Dates: May 29th-June 29th

Characteristics

- 1. Maintain an optimistic mental attitude throughout the program, be an encouraging role model and present a positive image of NAU and Educational Support Services to those participating
- 2. Enforce and support the rules and regulations of the Summer Academy, Office of Residence Life and the University
- 3. Must currently possess and maintain a minimum grade point average of 2.5
- 4. Must have completed at least 30 hours of college credits/units by start of June 2012
- 5. Experience with maintaining helpful relationships with students on a daily basis
- 6. Maintain strong interpersonal, public relations and oral communication skills
- 7. Possess the ability to handle a high level of stress in a fast paced environment
- 8. Be enthusiastic, self-motivated, committed, and creative
- 9. Priority will be given to individuals who have worked with adolescents and can relate to people of varying cultural backgrounds
- 10. Prefer individuals with a valid Driver's License

Job Responsibilities

- 1. Collaborates with Program Coordinator
- 2. Participates in classroom/curriculum preparation prior to students' arrival
- 3. Participates in weekly team meetings to discuss classroom progress and methodology and to prepare assignments, classroom activities, and other instructional materials
- 4. Cultivates relationships with culturally diverse program participants
- 5. Supervises and conducts field trips with supervising teacher
- 6. Submits required documentation (e.g. attendance, weekly grade reports, student papers, course evaluations, etc.) by designated deadlines with supervising teacher
- 7. Performs other duties as assigned



Signature:

Nizhoni Academy Student Employment Application

Na					NALLID: Deter				
Name:				NAU ID: Date:					
Address:				NAU Email Address:			@nau.edu		
City:				State: Zip Code:					
Phone:				Academic Level:					
Date Available to Start? Available to work summer?				? Yes /No Federal Work Study Eligible? Yes /No					
Position Applied For:				Preferred Department of Employment:					
Have you ever been convicted of or plead guilty or "no contest" to a crime that has or has not been removed from your record? Yes / No Disclosure of this information does not automatically disqualify you for consideration.									
WORK AVAILABILITY-List Times Available to Work Below:									
Monday	Tuesday Wednesday Thursd		Thursda	Friday		Sa	turday	Sunday	
REFERENCES (Please list references.)									
Full Name				Relationship					
Company				Phone					
Address									
Full Name				Relationship					
Company				Phone					
Address									
PREVIOUS EMPLOYMENT									
Company				Phone					
Address				Supervisor					
Job Title									
Responsibilities									
From To				Reason for Leaving					
May we contact your previous supervisor for a reference?									
SKILLS: (Resume is recommended) Please list all skills relevant to the position for which you are applying.									
DISCLAIMER AND SIGNATURE									
		nplete to the best o	-	_					
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.									

Date: