The Academy (Upward Bound Math Science/Upward Bound/Nizhoni) is a four-week, comprehensive program enabling diverse high school students, grades 9-11, to prepare for college by building strong academic skills while living in a residential setting on the Northern Arizona University (NAU) Flagstaff mountain campus.

Employment begins Monday, May 25 (evening) and continues through Sunday, June 28, 2015 (noon). Summer Leaders (SLs) are required to live in the residence hall during their employment. Room and board expenses and a $1,550 salary will be provided as compensation. **Summer Leaders may not hold any other employment during this period of time and may not enroll in first session summer classes.**

**Responsibilities:**
- Report to Academy Team Leaders (TLs) and Academy Manager.
- Maintain open communication with all Academy Staff.
- Attend the spring semester training on Friday, April 17 and May 26 – May 29, 2015.
- Maintain an optimistic mental attitude throughout The Academy, be an encouraging role model and present a positive image of NAU and Educational Support Services (ESS).
- Enforce and support the rules and regulations of The Academy, Office of Residence Life and the University.
- Provide supportive supervision of 9 – 11 grade participants residing in the designated on-campus residence hall.
- Attend and participate in all team building activities, trainings, staff meetings and professional development.
- Attend all residential staff meetings.
- Provide breaks for Academy Desk Assistants.
- Maintain a presence during participants’ free time and provide guidance to participants as needed.
- Plan, coordinate and implement cultural, social and recreational programming activities.
- Plan and implement nightly Summer Activities Group Experience (SAGE) meetings with assigned participants.
- Maintain an on-call status according to the residential On-Call Schedule. Adhere to all posted work schedules.
- Supervise check-in/out of program participants.
- Maintain contact with Academy Administrative Staff & submit appropriate hire documents prior to May training.
- Other duties as assigned by the Academy TLs and Academy Manager.

**Qualifications:**
- Currently possess and maintain a minimum grade point average of 2.50.
- Completed at least 30 hours of college credits/units by June 2015.
- Experience with maintaining helpful relationships with participants on a daily basis.
- Possess strong interpersonal, public relations and oral communication skills.
- Possess the ability to handle a high level of stress in a fast paced environment.
- Be enthusiastic, self-motivated, committed, and creative.
- Have the ability to relate to people of varying cultural backgrounds. Priority will be given to individuals who have worked with adolescents and possess these skills.
- Possess a valid U.S. Driver’s License (preferred).

**Compensation:**
- Campus housing, 14 meal plan/week, plus $100 dining dollars provided for the duration of The Academy (May 25 – June 28, 2015).
- $1,550 salary (disbursed through bi-monthly paychecks)

**Required Dates:**
- Spring Semester Friday, April 17, 2015
- Move into Residential Hall Monday, May 25 (afternoon)
- Staff Training Week Tuesday, May 26 – Friday, May 29, 2015
- Academy Dates Saturday, May 30 – Sunday, June 28, 2015 (noon)

**Application Deadline:** Friday, February 13, 2015 by 5:00 p.m.
If you have any questions Call 928-523-1351, or e-mail The.Academy@nau.edu

Revised 11/10/14
Position Requirements:
• Must currently have and maintain a minimum cumulative GPA of 2.50
• Must have completed at least 30 hours of college credit by the start on June 2015

Please type or print legibly

Personal Data
Name: ________________________ NAU Student ID# __________
First MI Last (on NAU JacksCard)
Current Address
PO Box # or Street Address City State Zip
Permanent Address:
Street Address City State Zip
Current Phone: (____) __________________ Emergency Phone: (____) __________________
E-mail Address: __________________________ Gender: □ Female □ Male
Birth Date: ___________________________
T-Shirt Size: □ Small □ Medium □ Large □ X-Large □ XX-Large □ Other: _______
Driver’s License: □ Yes □ No Auto Insurance: □ Yes □ No
I found out about this position via: □ Flyer □ Table tents □ Web site □ Gateway Center
□ College/club Presentation □ Other: __________

Educational Background
University/College attending: __________________________
Major: ________________________ Minor: ________________________
Major: ________________________ Minor: ________________________
Please check one: □ Undergraduate student □ Graduate student
Credit hours completed to date: ______ Cumulative GPA: __ Anticipated graduation date: ______
Other Colleges and Universities Attended:
College Major Dates Degree Earned
__________________________________________
__________________________________________
__________________________________________

Revised 11/10/14
Employment History

List last three employers including part-time and summer employment, starting with most recent one first:

<table>
<thead>
<tr>
<th>Date (Mo/Yr)</th>
<th>Employer’s Name or Name of NAU Dept.</th>
<th>Name &amp; Phone Number of Supervisor</th>
<th>Job Title &amp; Duties</th>
<th>Reason for Leaving</th>
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PLEASE ATTACH THE FOLLOWING DOCUMENTS:

- Unofficial Transcript
- Letter of Interest (one page, typed, double-spaced, 12 font)
- Resume
- Two Reference forms OR two individual Letters of Recommendation OR one form and one letter of recommendation
- **At least ONE** letter of recommendation must be from a current or former direct supervisor!

In submitting and signing this application, I agree that the information given is accurate to the best of my knowledge. I also authorize The Academy staff to access my student records to review any other pertinent information relevant to my application.

Applicant Signature ___________________________ Date ____________

Applications may be mailed or e-mailed to:
Laurie Balenquah, Upward Bound Math and Science Program Coordinator
Northern Arizona University
PO Box 6035
Flagstaff, AZ 86011-6035
E-mail:  The.Academy@nau.edu

OFFICE USE ONLY:

Date Rec’d: ____________ Status: ________________________ Reviewed by: ____________

Revised 11/10/14
SUMMER LEADER REFERENCE FORM

Full Name of Student Applicant: ____________________________ Date: ______

The student named above has requested your assistance in providing a recommendation for a Summer Leader position with The 2015 Academy. Your help in completing the form OR a letter of reference and returning it in a sealed envelope as soon as possible is appreciated. The information you provide will be kept confidential. For questions, contact Laurie Balenquah at (928) 523-1351 or e-mail at The.Academy@nau.edu.

******************************************************************************

How long have you known the applicant? _____(years) _____(months)

In what capacity (your role) ___________________________________________________________________

Please enter an X in the box that best describes the applicant regarding the following qualities in comparison with other students/employees.

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<th>Competency</th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Not able to Assess</th>
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<td>1. Strong communication skills</td>
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<td>2. Motivation and diligence</td>
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<td>11. Planning skills</td>
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What are the applicant’s strengths?
__________________________________________________________________________
__________________________________________________________________________

Please add other comments you feel are important for the committee to be aware of: ____________
__________________________________________________________________________
__________________________________________________________________________

Recommender’s Name (please print) ____________________________ Date ______________

Signature ___________________________________________________________________

Email address ____________

Position or title ____________________________ Phone Number ____________

Revised 11/10/14
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Signature __________________________________________ Email address __________________________________________

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Revised 11/10/14