The Academy (Upward Bound Math Science/Upward Bound/Nizhoni) is a five-week, comprehensive program enabling diverse high school students, grades 9-11, to prepare for college by building strong academic skills while in a residential setting on the Northern Arizona University (NAU) Flagstaff mountain campus. You will be required to live in the residence hall from May 24 – July 1, 2015. Room and board expenses and a $2,150 salary will be provided as compensation. A Team Leader (TL) may not hold any other employment or be enrolled in first summer session classes.

Responsibilities:
- Must attend a half day TL training with the Academy Manager on Friday, April 17, 2015 (morning).
- Assist the Academy Manager with hosting a meet & greet for Summer Leaders on Friday, April 17, 2015 (afternoon).
- Maintain fluency and awareness of the Academy Residential Staff Manual.
- Assist the Summer Leaders with moving into the residence hall.
- Assist the Academy Manager with the implementation of a one week training schedule prior to the start of The Academy.
- Maintain an optimistic mental attitude, be an encouraging role model and present a positive and safe image of NAU and Educational Support Services.
- Enforce and support the rules and regulations of The Academy, Office of Residence Life and the University.
- Provide supportive in-residence supervision of participants ranging from 9th to 11th grade.
- Maintain a presence during students’ free time, provide guidance as needed and enforce cleanliness of common areas.
- Hold daily student disciplinary meetings rotate this and on-call responsibilities with the other Team Leader (TL).
- Plan and facilitate Summer Leader (SL) meetings.
- Manage SL’s including plan, coordinate and implement social, cultural, recreational and educational activities.
- Maintain programming, event schedules and reminders announced in Summer Activity Group Experience (SAGE)
- Track/inventory programming supplies.
- Maintain accurate database.
- Schedule SLs for Check-In and Check-Out and assist them with the process.
- Account for weekday and weekend check-in/out of program participants in Excel.
- Perform rounds during programming activities to evaluate and provide constructive feedback for staff.
- Guide and assist SLs with SAGE and relieve Academy Desk Assistants (DAs) when requested, or as needed.
- Run student disciplinary conduct meetings and inform the Academy Manager and other TL of events and issues in a timely manner.
- Maintain contact with the Academy Administrative Staff & submit appropriate hire documents prior to May training.
- Enforce cleanliness of common areas.
- All other duties as assigned by the Academy Manager.

Qualifications:
- Previous experience facilitating recreational activities for an academic environment.
- Minimum one year of experience as an Academy Summer Leader or a residential assistant in an academic setting.
- Must currently have and maintain a grade point average of 2.50.
- Must have basic computer skills including database management (Excel and Word).
- Experience in handling discipline and/or student conduct meetings.
- Maintain strong interpersonal, public relations and oral communication skills.
- Possess the ability to handle high levels of stress in a fast paced environment.
- Experience working with multicultural populations.
- Ability to lead and mentor.
- Valid Driver’s License preferred.

Compensation:
- Campus housing, 14 meal plan/week, plus $100 dining dollars are provided for the duration of The Academy, (May 24 – July 1, 2015).
- Stipend amount of $2,150 (disbursed through bi-monthly paychecks)

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
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

Revised 11/10/14
Position Requirements:
• must currently have and maintain a minimum GPA of 2.50
• must have completed at least 48 hours of college credit by the start of June 2015

Please type or print legibly

Personal Data
Name:__________________________ NAU Student ID:__________ Social Security #:__________
First MI Last (7 digits) (If no NAU Student ID)
Current Address ____________________________
PO Box # or Street Address City State Zip
Permanent Address: ____________________________
Street Address City State Zip
Current Phone:______________ Cell Phone:______________ Permanent 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
How did you learn about the position? ________________________________________________
___________________________________________________________

Educational Background
University/College attending: ____________________________
Major:________________________________________ Minor:_________________________
Please check one: ☐ Undergraduate Student ☐ Graduate Students
Present cumulative GPA:_______________ Anticipated graduation date:______________
Credit Hours Completed to Date: ______________
Other Colleges and Universities Attended:

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<th>College</th>
<th>Major</th>
<th>Dates</th>
<th>Degree Earned</th>
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Revised 11/10/14
Employment History (*Please attach a current resume*)
List your last three jobs including part-time and summer.

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<th>Employer</th>
<th>Position</th>
<th>Duties</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 Reference form and one Letter of Recommendation

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 ____________

OFFICE USE ONLY:

Date Rec’d: ____________ Status: ___________________ Reviewed by: ____________
TEAM 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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<tr>
<th>Competency</th>
<th>Excellent</th>
<th>Above Average</th>
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<th>Below Average</th>
<th>Not able to Assess</th>
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<td>7. Presentational skills</td>
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<td>12. Conflict resolution experience</td>
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<td>13. Friendly</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
TEAM LEADER REFERENCE FORM

Full Name of Student Applicant: ___________________________ Date: __________

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Recommender’s Name (please print) ___________________________________________ Date

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Position or title ___________________________________________ Phone Number

Revised 11/10/14