

UB Upward Bound

East Tennessee State University

What is Upward Bound?

Upward Bound is an academic support program designed to increase high school students' opportunities in attending college.

Who is eligible for Upward Bound?

The three combined ETSU Upward Bound programs serve a total of 189 high school students from Carter, Johnson, Unicoi, and Sullivan counties as well as Johnson City, Kingsport, Elizabethton, and Bristol city schools. Students must meet at least one of the following criteria: 1) family income meets federal guidelines, and/or 2) neither parent obtained a degree from a four-year institution.

Students start the program in the beginning of their freshman or sophomore year and remain in the program until they begin their college career.

What academic support is available?

The program is designed to supplement the high school curriculum and is focused on individual student academic need in all of their high school classes. Students will receive tutoring and advanced skill development geared toward college preparation.

How can Upward Bound help students get into college?

Aside from providing an academic support system, Upward Bound provides workshops and individual counseling sessions for financial aid and scholarship information for college, ACT preparation, and career planning. Upon graduation from high school, Upward Bound students enroll in summer classes at ETSU. The Upward Bound program provides tuition, tutoring, books, and supplies for these summer classes.

Where and when does Upward Bound meet?

During the school year, Upward Bound meets one Monday per month from 5:00 p.m. to 8:00 p.m. on the campus at ETSU. The Upward Bound program provides transportation from the high schools to ETSU and back to the high schools for these academic sessions.

During the summer, students participate in a six-week residential program on the campus of ETSU. The students attend classes in four academic areas (Mathematics, Science, Writing/Literature, and Foreign Language). The summer schedule also offers a variety of classes such as: art, crafts, music, dance, and physical fitness activities.

Upward Bound students also attend several educational and cultural activities throughout the year.

What is the cost to participate in the Upward Bound program?

Program activities are provided at no cost to the student. Upward Bound is a federally funded program through the U.S. Department of Education.

If you have any questions and concerns regarding the Upward Bound program at ETSU, please call (423) 439-5619.

Dr. Ronnie Gross (Director)

Ms. Teresa Carver (Executive Aide)

Ms. Jessica Houston (Advisor)

Ms. Julie Kumar (Asst. Dir. Cult./Educ. Activities)

Ms. Kim Oaks-Blair (Asst. Dir. Operations and Counseling)

Ms. Allie Pyles (Asst. Dir. Acad. Programs and Services)

Mr. Chris Strode (Bridge Counselor)

Ms. Ali Williams (Advisor)

East Tennessee State University is fully in accord with the belief that educational and employment opportunities should be available to all eligible persons without regard to age, gender, color, race, religion, national origin, disability, veteran status, or sexual orientation.

TBR 120-008-03.075M

ETSU UPWARD BOUND RESIDENT ADVISOR APPLICANT INFORMATION

DATES: May 29, 2012 - July 13, 2012

The ETSU Upward Bound Summer program coincides with the first term of summer school and ends 5 days into the second term of summer school. If you plan to register for summer courses, take only second-term courses, with the understanding that you will miss 4-5 days of classes. Due to the nature of this position, employees do not have time to take a first-term class. The following dates are for Upward Bound Summer 2012:

<u>Date</u>	<u>Activity</u>
5/29	Resident Advisors move into residence halls
5/29-6/1	Staff training
6/3	All students move into the residence halls
7/6	All students move out of the residence halls
7/10-7/13	Summer Trip

You will be off all weekends from approximately 5:30 p.m. on Friday through 5:00 p.m. on Sunday evening, depending on the schedule.

INTERVIEW DETAILS

- For full consideration, applications must be in by February 10, 2012.
- Individual interviews will be held through February 17.
- Group interviews will be held during the week of February 20 - 25.
- After a final decision is made, candidates will be contacted by mail.

PAY

Total salary is \$2,400.00 paid bi-monthly. Room, meal expenses, and trip expenses are provided.

RESIDENT ADVISOR QUALIFICATIONS

- Completed at least 36 credit hours of college work.
- Maintained at least a 2.8 cumulative GPA through fall semester.
- Have completed two calendar years of college as of June 2012.
- Have been enrolled in college in the last year.
- Experience as tutor, camp counselor, or similar position preferred.
- Experience in residence hall living preferred.

RESIDENT ADVISOR DUTIES

1. Live in the residence halls with the students. Adhere to and enforce the rules and regulations established by the project and the university, and monitor the students' compliance with these rules.
2. Attend all classes taught in your specialty area each day and act as a teacher's assistant.
3. Provide tutorial assistance to all students during study hall periods.
4. Supervise and/or serve as a class aide or instructor in the afternoon elective classes.
5. Assist the Upward Bound staff in Career Exploration sessions.
6. Take charge of an evening recreation period and make sure all students scheduled for your activity are present or accounted for.
7. Prepare for and facilitate weekly task/focus groups with assigned students.
8. Eat all meals with the students and monitor their eating habits and encourage good nutritional practices.
9. Report all infractions of rules and class attendance problems to the Upward Bound staff immediately.
10. Attend all scheduled staff meetings and training sessions.
11. Accompany, interact with, and supervise students on scheduled field trips, including the trip at the end of the summer session.
12. Maintain professional boundaries with students and staff at all times.
13. Perform other duties as assigned by the project staff for the benefit of the project and well-being of the students.
14. Drive an ETSU van as needed.

SAMPLE TENTATIVE SCHEDULE OF RESIDENT ADVISORS

The following schedule is a sample day during the Upward Bound summer program. This is a tentative schedule and is subject to change.

6:30 - 7:00	Rise and Shine	
7:40 - 8:20	Breakfast	
8:30 - 12:45	Academic classes ** RAs will be serving as a teaching assistant for an academic class	
12:45 – 1:30	Lunch	
1:30 – 4:00	Afternoon elective classes ** RAs will be teaching/co-teaching an elective class(es).	
4:00 - 9:00	Family Visitation (WEDNESDAYS ONLY)	RAs will take turns monitoring the residence halls at this time.
4:00 - 5:30	Study Hall	RAs will be assisting students during study hall on Monday, Tuesday, and Thursdays
5:30 - 6:30	Dinner	Main Meal Cafeteria, 3 rd floor, DP Culp Center
6:30 - 6:45	Large Group Meeting	RAs will give announcements to the Resident Directors who will be in charge of this meeting.
7:00 - 8:30	Recreation Time	RAs will be monitoring the residence halls or a recreational activity at this time on Monday, Tuesday, and Thursdays
8:30 - 9:45	Showers/Study Time	RAs will take turns monitoring the residence halls at this time.
9:00 – 9:45	Family Group Meeting	Each RA will facilitate a family group of approximately 10 students for 45-60 minutes on Sunday and Tuesday evenings
10:15 - 11:00	Prepare for Bed	All students in assigned residence halls
11:00	In Rooms - Quiet	RAs will take turns having hall duty.

It is important for you to furnish a detailed statement of your work history. Use a separate block for each position. List first your present or last position and work back. Account for all periods of unemployment. Under "Description of Duties" list any supervisory or administrative responsibilities, research projects, surveys, etc. If additional space is needed, please attach a separate sheet.

WORK EXPERIENCE (Including Armed Forces Service)

Your Title		Name and Title of Immediate Supervisor			Type of Business		
Firm Name				Address			
Length of Employment	From mo day yr	To mo day yr	Total yrs mos	Monthly Salary: Starting: Final:	Hrs/Wk	Reason for Leaving:	
Duties:							No. of Employees You Supervised _____

Your Title		Name and Title of Immediate Supervisor			Type of Business		
Firm Name				Address			
Length of Employment	From mo day yr	To mo day yr	Total yrs mos	Monthly Salary: Starting: Final:	Hrs/Wk	Reason for Leaving:	
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Duties:							No. of Employees You Supervised _____

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	School, City and State	Did you Graduate?	Degree Received	Major/Minor Fields of Study
G.E.D. Certificate				
High School				
College				
Graduate				
Postgraduate				
Postgraduate				
Business/Trade School				

List below the products you have used for word processing, spreadsheets, and Windows operating systems: _____

Are you licensed to practice any profession? Yes No If yes, list below.

Profession	License Number	By	Date

If hired, can you furnish proof that you are eligible to work in the United States? Yes No

Have you been convicted of a felony? Yes No If yes, explain. _____

If hired, can you furnish proof that you are 18 years of age, or if under 18, do you have a permit to work? Yes No

If no, please explain _____

Have you been employed here before? Yes No

If yes, indicate date, department and name of supervisor _____

Do you have any relatives working here? Yes No If yes, give name of relative, the department in which they work, and their relationship to you _____

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Give at least three references other than relatives or supervisors listed above.

Name	Present address	Telephone	Known how long?

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I certify that the information I have given is complete, true, and correct to the best of my knowledge and belief. I further affirm that I have not knowingly withheld any facts or circumstances in completing this application. I consent to references and former employers being contacted regarding this application. I understand that any misrepresentation of information by me may cancel this application or be cause for my termination in the event I am employed by the university. It is a Class A misdemeanor to misrepresent academic credentials. (T.C.A. Sec. 49-7-133).

_____ SIGNATURE _____ DATE _____

ANY APPLICATION UNSIGNED WILL NOT BE CONSIDERED

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION REQUEST

As a government contractor, ETSU is subject to Executive Order 11246, as amended: Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974; and Section 503 Of the Rehabilitation Act of 1973. All of these require government contractors to take Affirmative Action in the employment process.

We request your voluntary completion of the following questionnaire to be used ONLY for the purpose of monitoring the success of our Affirmative Action Plan.

This information will not be used to discriminate against or show preference for any application in the hiring decision.

NAME: _____ SEX: _____

ETHNIC CATEGORY: **Ethnicity** represents social groups with a shared history, sense of identity, geography, and cultural roots, which may occur despite racial difference.

The term “**Hispanic or Latino or Spanish Origin**” is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Do you consider yourself to be of **Hispanic/Latino/Spanish** origin?

Yes No

RACE CATEGORY: **Race** represents a population considered distinct based on physical characteristics.

Select one or more of the following racial categories to describe yourself.

- Alaska Native** – A person having origins in any of the original people of Alaska, and who maintain tribal affiliation or community attachment.
- American Indian** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- Asian** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American** – A person having origins in any of the Black racial groups of Africa.
- Native Hawaiian and Other Pacific Islanders** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or Other Pacific Island.
- White** – A person having origins in any of the original people of Europe, the Middle East, or North Africa.

How did you learn of the position(s) for which you are applying:

- walk in employee friend or family member advertisement state employment office
- community agency employment web page other _____.

Please specify media source/agency: _____.

Pursuant to T.C.A. 40-29-211, no registered sexual offender or violent sexual offender whose victim was a minor may be employed at East Tennessee State University if compensation would be through taxable wages or taxable stipends.

CAMPUS SECURITY ACT AND PROSPECTIVE EMPLOYMENT

East Tennessee State University makes available to prospective students the ETSU Security Information Report. The report is published annually and includes the following information: (a) campus policy regarding the reporting of criminal activity, (b) campus policy concerning facility safety and access, (c) campus policy concerning law enforcement, (d) information regarding safety and crime prevention programs, (e) campus policy regarding the sale, possession and use of alcohol and illegal drugs, (f) information regarding drug and alcohol education programs, (g) campus policy regarding sexual assault programs to prevent sex offenses and procedures to follow when sex offenses occur, (h) description of procedures for preparing annual disclosure of crime statistics, (i) campus policy allowing disclosure of crimes on a voluntary, confidential basis, (j) campus policy concerning crimes disclosed to a pastoral or mental health counselor, (k) campus policy concerning the recording of student criminal activity at off-campus locations; (l) timely warning procedures (campus crime alerts), and (m) crime statistics for the three most recent calendar years. The ETSU Security Information Report is available upon request from the Department of Public Safety, Box 70646, ETSU, Johnson City, TN 37614-1702 or the Office of Student Affairs, Box 70725, ETSU, Johnson City, TN 37614-1710. The report can be accessed on the Internet at: http://www.etsu.edu/dps/security_report.asp.