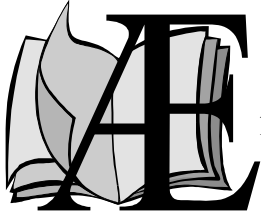


WITTENBERG UNIVERSITY
UPWARD BOUND PROGRAM
P.O. BOX 720
SPRINGFIELD, OHIO 45501

Academic Excellence



Aim For The Stars

Upward Bound at Wittenberg University conducts, each summer, a residential program for first-generation college and culturally diverse high school students who have the potential to succeed in college, but may need motivation, encouragement, strengthened basic skills, or a sense of how education can become meaningful in their lives. The program in one dimension emphasizes preparation in English, math, foreign language, literature, reading, study skills, and laboratory science, but offers courses in other areas. In addition, there are many activities, trips and other experiences designed to help students grow and mature. Upward Bound is neither a traditional summer school nor a summer recreation program. It is a place in which a unique community of study and play, of personal search and group concern, develops anew each summer, with the nature of each summer dependent upon what each student and staff member brings to the common sharing of life and thought.



ANNOUNCEMENT OF SUMMER OPENINGS

POSITION: TUTOR COUNSELOR (10 Positions Available)

QUALIFICATIONS:

- must have completed at least one year of college
- must be academically proficient in area of study
- must be able to reside in designated residence hall with Upward Bound students
- must have two staff recommendation forms completed and submitted by a former employer or professor
- must be able to effectively work and communicate with high school youths
- must have high level of maturity, be self-disciplined and able to work on a team
- must have familiarity with and sensitivity to the needs of program participants
- must have related experience

RESPONSIBILITIES:

- providing individual and personal counseling for a small group of students
- attending assigned classes regularly
- participating in all recreational activities
- monitoring students conduct in the dormitory
- being responsible for all assigned students
- seeing that Upward Bound students are up in the morning and ready for class
- living 24-hours per day, six days per week in direct contact with students
- acting as a role model for project students
- participating in training and other staff meetings as required

DATES: June 11, 2009 through July 24, 2009

SALARY: \$2,000.00 – \$2,250.00* plus room and board (Saturday and Sunday meals are at employee's expense)

* Salary level is dependent upon:

- prior program experience
- teaching a workshop
- level of funding

POSITION: BRIDGE COUNSELOR (2 Positions Available)

QUALIFICATIONS:

- must have prior experience with Upward Bound
- must have familiarity with Wittenberg faculty and staff
- must have ability to work with students of different races
- must demonstrate evidence of good organizational skills
- must have good communications skills
- must reside in residence hall with Upward Bound Bridge students
- must have two recommendation forms completed and submitted by a former employer or professor
- must maintain 24-hour residency, 6 days-a-week

RESPONSIBILITIES:

- must maintain contact with Summer School faculty to determine each student's attendance, class participation, completion of assignments, general attitude, and grade average
- must maintain adequate documentation of students' class participation
- must obtain from each instructor a mid-term progress report as well as a Final Progress Report
- must encourage and motivate students, promote good study habits, and help strengthen study skills
- must oversee the physical maintenance of the dormitory as it pertains to Upward Bound Bridge students (This involves establishing procedures for key assignment and collection; prevention of abuse to furniture, lounges, and rooms; checking the condition of rooms before and after U.B. student occupancy; and stipend distribution)
- must enforce dormitory rules and regulations
- must assist the Assistant Director in planning a social and cultural program for the Bridge students
- must periodically meet with Academic and Career Education Coordinator

DATES: June 11, 2009 through July 31, 2009

SALARY: \$2,250.00* plus room and board (Saturday and Sunday meals are at employee's expense)

* Salary level is dependent upon:
level of funding

POSITION: HEAD RESIDENT (1 Position Available)

QUALIFICATIONS:

- minimum of a Bachelor's degree, Masters preferred, in student personnel services, counseling, psychology, or education; or a Bachelor's degree in psychology, education, or one of the behavioral sciences coupled with an unusually significant background of experiences which could be substituted for formal training or an advanced degree
- must be able to demonstrate ability to organize and communicate with low income and minority high school youths
- must be capable of supervising college age adults who may be close to one's own age
- must have two recommendation forms completed and submitted by former employers or professors
- must have a thorough understanding of the characteristics and needs of the low-income student and his/her family
- must be able to demonstrate competency in the areas of personal and academic counseling
- must be flexible, versatile, and able to interact effectively with people of diverse ages, racial, ethnic, and cultural backgrounds
- must have the self-discipline to assume above average educational and counseling responsibilities

must possess a strong commitment to Upward Bound goals and philosophy
must maintain 24-hour residency, 6 days-a-week

RESPONSIBILITIES:

must supervise undergraduate dormitory staff by establishing policies and procedures to create a wholesome living environment for Upward Bound students
must share in providing academic and personal counseling for Upward Bound students (does not include Upward Bound personnel)
must share in submitting written individual or group counseling and dormitory reports
must reside in designated residence hall with Undergraduate Project students
must work closely with Assistant Head Resident and other administrative staff
must attend all weekly residential staff meetings and Upward Bound faculty meetings
must participate in scheduled activities
must share in making regular classroom visits
must share in attending Judicial Board Meetings
must be available to students and other Upward Bound staff for conferences as it pertains to student problems
must monitor students' health and well-being
must work with Assistant Director in planning and supervising a well-rounded cultural and recreational program
must establish routines for handling keys, use of games and recreational equipment
must assure that the dormitory is kept clean and orderly; that fire prevention regulations are followed, and that dormitory furniture, fixtures and rooms are not abused
must maintain an orderly and up-to-date flow of communication between students, dormitory staff, and administrative staff
must implement all policies and procedures as detailed by the Project Director or Assistant Director
must treat all Upward Bound students and parents with respect and courtesy at all times

DATES: June 11, 2009 through July 24, 2009

SALARY: \$2,500.00 - \$2,650.00* plus room and board (Saturday and Sunday meals are at employee's expense)

* Salary level is dependent upon:
prior program experience
level of funding

POSITION: **ASSISTANT HEAD RESIDENT (1 Position Available)**

QUALIFICATIONS:

minimum of a Bachelor's degree in psychology, education, or one of the behavioral sciences coupled with a significant background of experiences which could be substituted for formal training or an advanced degree
must be able to demonstrate ability to organize and communicate with low income and minority high school youths
must be capable of supervising college age adults who may be close to one's own age
must have two recommendations submitted by former employers or professors
must be flexible, versatile, and able to interact effectively with people of diverse ages, racial, ethnic, and cultural backgrounds
must have the self-discipline to assume above average educational and counseling responsibilities
must possess a strong commitment to Upward Bound goals and philosophy
must maintain 24-hour residency, 6 days-a-week

RESPONSIBILITIES:

- must assist the Head Resident in supervising Undergraduate dormitory staff by establishing policies and procedures to create a wholesome living environment
- must provide academic and personal counseling for Upward Bound students
- must submit written individual or group counseling and dormitory reports
- must reside in designated residence hall with Undergraduate Project students
- must work closely with Head Resident and other administrative staff
- must attend all weekly residential staff meetings and Upward Bound faculty meetings
- must participate in scheduled activities
- must share in making regular classroom visits
- must share in attending Judicial Board Meetings
- must be available to students and other Upward Bound staff for conferences as it pertains to student problems
- must monitor students' health and well-being
- must work with Assistant Director in planning and supervising a well-rounded cultural and recreational program
- must assist the Head Resident in establishing routines for handling keys, use of games and recreational equipment
- must assure that the dormitory is kept clean and orderly, that fire prevention regulations are followed, and that dormitory furniture, fixtures and rooms are not abused
- must maintain an orderly and up-to-date flow of communication between the Head Resident, students, dormitory staff, and administrative staff
- must implement all policies and procedures as detailed by the Project Director, Assistant Director and Head Resident
- must treat all Upward Bound students and parents with respect and courtesy at all times

DATES: June 11, 2009 through July 24, 2009

SALARY: \$2,300 - \$2,450* plus room and board (Saturday and Sunday meals are at employee's expense)

* Salary level is dependent upon:
prior program experience
level of funding

All interested persons should write or call for an application. We are located on the ground floor of Blair Hall, Room 02, P.O. Box 720, Wittenberg University, Springfield, Ohio (45501), and our telephone number is (937) 327-7535. Our fax number is (937) 327-7541. Applications received after April 11, 2009 will not be accepted. All applicants must submit college transcripts and two (2) letters of recommendation. To learn more about our Upward Bound Program, visit our web site, located at: http://www4wittenberg.edu/academics/upward_bound

Wittenberg University is An Equal Opportunity Employer.

