Congratulations! You have just taken the first step in becoming a member of the Educational Opportunity Program (EOP) Summer Academy staff. EOP is a special admissions program for students who have overcome obstacles in their education and in their lives and possess the desire, potential, and talent to earn a college degree. Summer Academy 2013 is scheduled for July 7 through August 1. Staff training is June 30 through July 3, and July 6.

The Summer Academy is a tuition free, four-week program that provides an exciting and challenging opportunity for students entering the Fall semester. This program is designed to help students to prepare academically for the rigors of higher education coursework, sharpen study skills, and to take part in a college living environment.

Be sure to read this packet carefully, provide all required information, and complete all appropriate forms. Applications are accepted until the positions are filled and are considered based on qualifications.

Who to Contact
Danielle Tonner at 436-3094 ..... Netzer Administration 332B
Glenn Pichardo at 436-3507 ..... Alumni Hall 115B
Ryan Harrington at 436-3095 ..... Alumni Hall 115D
Susan Kenny at 436-2471 ..... Alumni Hall 115A
RESIDENT TUTOR (RT)
SUMMER ACADEMY 2013

Qualifications:
Minimum 3.0 GPA in discipline to be tutored with 2.75 cum GPA. Candidates are to possess excellent interpersonal, oral and written communication skills. Must be patient, dependable, flexible, and willing to work throughout the four-week period. Well developed organizational skills are also necessary.

Please be advised that you do not have to major in either English or Math to be considered a valid candidate for EOP’s Summer Academy RT position. If your cumulative GPA is 2.75 or better and you are interested in a position, please fill out an application and return it right away.

In general, RTs will be assigned to provide assistance in the area(s) that they feel most confident, either Math or Rhetoric. In addition to academic tutoring, RTs will be responsible to supervise a group of students in the residential living component of Summer Academy Program.

Experience:
Excellence in College Prep Mathematics, College Algebra or Calculus; or College level Reading Comprehension and Writing; Study Skills; and computer knowledge in Microsoft Word and/or Excel. A demonstrated ability to understand and work well with secondary school, minority and/or disadvantaged students. Resident Advisor, Academic Team Member, Teaching Assistant, or Tutor experience preferred. Preference will be given to applicants who have Residential Life experience; and/or who have taken INTD 111, Peer Group Communication; and/or who have served as an EOP tutor.

Duties and Responsibilities:
The responsibilities are to improve students’ skills in preparation for the rigors of college learning and living. Duties and responsibilities include, but are not limited to:

- Serve as a Teaching Assistant during classroom hours
- Provide one-on-one tutorial and conduct small group instruction following the “Tutorial Session Format” distributed during training
- Serve as a Resident Advisor (RA) during non-classroom hours
- Assist with logistical plan of Summer Academy
- Guide students in problem solving skills, personal development and transition to college life
- Prepare and promptly submit evaluations and data reports on a weekly basis
- Attend staff meetings and training sessions
- Other duties as assigned by the Residence Hall Director (RHD), the Course Instructor, the EOP Professional Staff, or the EOP Director.

Remuneration:
- Stipend
- Meals and housing
- LEAD credits

Dates of Full-time Obligation:
- June 30 through July 3, and July 6: Training
- July 7 through August 1: Student Program

EOP reserves the right to make changes in the calendar, work assignments/hours if necessary.

APPLICATIONS WILL BEGIN TO BE REVIEWED ON DECEMBER 14, 2012
RESIDENT ADVISOR (RA)
SUMMER ACADEMY 2013

Qualifications:
2.5 cum GPA. Candidates are to possess excellent interpersonal, oral and written communication skills. Must be patient, dependable, flexible, and willing to work throughout the four-week period. Must be able to work as an effective team member. Well developed organizational skills are also necessary. Completion of INTD 111, Peer Group Communication, course preferred.

Experience:
Experience planning and implementing personal development programs as well as facilitating the creation of a safe and comfortable living/learning environment. Experience in dealing with issues of oppression, emergency protocols, mediating conflicts and working out problems collaboratively with parties involved. A demonstrated ability to understand and work well with minority and/or disadvantaged students. Preference will be given to applicants who have Residential Life experience and/or who have taken INTD 111, Peer Group Communication.

Duties and Responsibilities:
The responsibilities are to improve student skills in preparation for the rigors of college learning and living. Duties and responsibilities include, but are not limited to:

■ Serve as a Resident Advisor during non-classroom hours
■ Co-plan and implement a four-week Personal Development Program
■ Assist with logistical plan of Summer Academy
■ Advise various student interest groups
■ Guide students in problem solving skills, personal development and transition to college life
■ Prepare and promptly submit evaluations and data reports
■ Attend staff meetings and training sessions
■ Other duties as assigned by the Residence Hall Director (RHD), the Residential Coordinators, or the EOP Director.

Remuneration:
■ Stipend
■ Meals and housing
■ LEAD credits

Dates of Full-time Obligation:
■ June 30 through July 3, and July 6: Training
■ July 7 through August 1: Student Program

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APPLICATIONS WILL BEGIN TO BE REVIEWED ON DECEMBER 14, 2012
PEER TEAM LEADER (PTL)
SUMMER ACADEMY 2013

Qualifications:
3.0 cum GPA or higher at the time of application and be entering their Junior or Senior year by Fall 2013. Candidates must possess excellent interpersonal, oral and written communication skills. The successful candidate should be able to work as an effective PTL and be willing to hold team members accountable to follow through on tasks assigned. Well-developed organizational skills are also a plus. Completion of INTD 111, Peer Group Communication, course preferred.

Experience:
The successful candidate must have held an RA or an RT position at one or more previous Summer Academy programs. Experience in dealing with issues of oppression, emergency protocols, mediating conflicts and working out problems collaboratively with parties involved. A demonstrated ability to understand and work well with minority and/or disadvantaged students. Preference will be given to applicants who have Residential Life experience and/or who have taken INTD 111, Peer Group Communication. In addition, students who have proven leadership training and experience are encouraged to apply.

Duties and Responsibilities:
The responsibilities are to improve student skills in preparation for the rigors of college learning and living. Duties and responsibilities include, but are not limited to:

- Work with the RTs to assist in the development of lesson plans that are subsequently submitted to the EOP Operations Coordinator for review and approval prior to implementation.
- Be on hand during all evening tutorial sessions and float from classroom to classroom ensuring that students are fully engaged and that tutors are following a lesson plan to support and reinforce the learning that is occurring during the academic day.
- Establish and maintain daily lunch roundtables with the RTs to assess their ongoing needs and assist them with strengthening tutorial skills and related programming, including working with the students in the residence hall setting. Invite the RHD and the EOP Operations Coordinator to all meetings and be sure to let them know in advance as to the time and place of each.
- Communicate regularly with the EOP Operations Coordinator about the Tutorial/Computer Lab programming and ensure that each RT takes and exercises direct responsibility in managing the attendance, activity and productivity of their assigned students during the lab sessions.
- The PTL will provide additional support to the RHD and the EOP Operations Coordinator, both during the academic day and during the evening hours when other Professional staff may be unavailable. S/he should be willing to run necessary errands, help supervise student activity, lead groups and perform other duties as assigned by the RHD.

Remuneration:
- Stipend
- Meals and housing
- LEAD credits

Dates of Full-time Obligation:
- June 30 through July 3, and July 6: Training
- July 7 through August 1: Student Program

EOP reserves the right to make changes in the calendar, work assignments/hours if necessary.

APPLICATIONS WILL BEGIN TO BE REVIEWED ON DECEMBER 14, 2012