

Summer Residential Advisor Application

Overview of Upward Bound

The TRIO Upward Bound program at MTSU serves 60 students from target high schools in Bedford and Rutherford Counties. The TRIO UB Program is funded through a grant by the United States Department of Education and is a college preparation program designed to encourage students to develop the academic skills and motivation necessary for success in post-secondary education.

To ensure students maximize their growth and development, participation in personal and academic advising, educational and cultural activities, and the summer component is required. During the summer, students participate in a four-week non-residential and two-week residential on-campus education program, taking core courses led by highly qualified teachers to prepare them for the upcoming academic year. In addition, students take elective courses led by staff as well as Residential Advisors. Evening activities expose students to a variety of cultural, personal, and social activities. During the sixth week of the summer program, students, Residential Advisors and TRIO UB staff take part in a multi-day cultural enrichment trip and undergraduate campus tour experience.

2023 Summer Academy Dates/Details:

- Position: Summer Residential Advisor (4 positions)
- Residential Program Dates: Sunday, June 25 – Saturday, July 15 (tentative)
- Staff Training Dates: Thursday, June 22 and Friday, June 23
Tentative time: 8:00am-4:30pm
- Staff do not work on weekends. Duty resumes Sunday evening at 6:00pm.
- Salary: \$1500, plus free room and meals during residential session only

Residential Advisors serve as live-in leaders, tutors, educators, and role models to Upward Bound students attending the intensive summer program on MTSU's campus.

Residential Advisors receive compensation for training and living on campus with program participants. In addition, the program covers the RA's room and board, as well as all costs for programming, including the sixth week cultural enrichment trip.

Program participants depart for home on the first Friday of the residential week by 5:00pm and return on the following Sunday between 6:00 and 7:00pm.

Qualifications:

- Minimum 2.50 cumulative Grade Point Average
- Enrolled in a two- or four-year college or university, or recent completion of an AA/AS/BS/BA program.
- College Credit level of Sophomore or higher
- Must be in good conduct standing, if currently enrolled.
- Possess good interpersonal skills, communication, and a positive attitude/energy.
- Be energetic and motivated to mentor/tutor low-income and/or first-generation students from diverse backgrounds.
- Must have a valid driver's license and be willing to drive a 12 – 15 passenger van.

Responsibilities:

- Work together with other Resident Advisors to serve as tutors, educators, and role models to Upward Bound students.
- Supervise and interact with Upward Bound students during all aspects of the program, including at recreation, co-curricular activities, and meals.
- Provide overnight supervision of students throughout the summer program.
- Mediate conflict situations when needed (i.e., roommate conflicts, community issues, etc.).
- Respond to and document all inappropriate student behavior and violations of Upward Bound rules and regulations.
- Reside and sleep in assigned housing Sunday through Thursday night.
- Plan and implement various activities for students.
- Encourage students to maintain cleanliness of all living areas.
- Responsible for the security and safety of Upward Bound students.
- Provide academic assistance to assigned tutees, either in a group or individual.
- Meet with Upward Bound staff daily/weekly to ascertain students' progress and address any concerns.
- Additional duties may be assigned.

Additional Candidate Instructions

A complete application consists of:

- Enclosed Application
- Resume
- Copy of Official or Unofficial transcript

*Incomplete applications will not be considered.

Review of applications will begin on 03/31/2023 and will continue until a successful candidate is identified. To ensure first consideration, apply by 03/31/2023.

Completed applications may be submitted through the following methods:

Office: Office of Student Success
MTSU – Peck Hall 142

Mail: Upward Bound
1301 E. Main Street
MTSU Box 500
Murfreesboro, TN 37132

Email: upwardbound@mtsu.edu

Please note the following:

- Applicants chosen for the position must complete a background check prior to employment.

Contact Tamika Mitchell in the Upward Bound office at 615-898-2876 or tamika.mitchell@mtsu.edu for questions or additional information.

Applications will be accepted until all positions are filled.

Residential Advisor Employment Application

First Name: _____ Middle Initial: _____ Last Name: _____

Current Mailing Address: _____
Street Address City State Zip Code

Cell Phone: _____ E-mail Address: _____

Permanent Mailing Address: _____
Street Address City State Zip Code

Are you currently enrolled at Middle Tennessee State University? ___ Yes ___ No

If not, where are you currently enrolled? _____

Academic Standing: _____ Cumulative GPA: _____

Major: _____

Minor: _____

Are you currently or were you a member of a TRIO program? ___ Yes ___ No

If yes, what program? ___ Educational Opportunity Center ___ McNair Scholars
___ Student Support Services ___ Talent Search ___ Upward Bound
___ Upward Bound Math Science ___ Veterans Upward Bound

What institution hosted the TRIO program? _____

What do you know about Upward Bound? _____

Why are you interested in being a Residential Advisor for the MTSU TRIO Upward Bound program?

If given an opportunity to instruct an elective course during the summer program, what would you feel comfortable teaching? _____



Previous Work History

Name of Employer: _____ Dates of Employment: _____

Name of Supervisor: _____ Telephone Number: _____

Mailing Address: _____

Street Address City State Zip Code

Job Title: _____ May we contact this employer? ___ Yes ___ No

Work Responsibilities: _____

Reason for leaving: _____

Name of Employer: _____ Dates of Employment: _____

Name of Supervisor: _____ Telephone Number: _____

Mailing Address: _____

Street Address City State Zip Code

Job Title: _____ May we contact this employer? ___ Yes ___ No

Work Responsibilities: _____

Reason for leaving: _____

Name of Employer: _____ Dates of Employment: _____

Name of Supervisor: _____ Telephone Number: _____

Mailing Address: _____

Street Address City State Zip Code

Job Title: _____ May we contact this employer? ___ Yes ___ No

Work Responsibilities: _____

Reason for leaving: _____

If you have additional work experience, please attach it your application.

References

List three professionals, not related to you, as references. At least one reference must be from a University faculty/staff person.

Reference One

Name: _____ Job Title: _____

Current Employer: _____

Mailing Address: _____
Street Address City State Zip Code

Office Phone Number: _____ E-mail Address: _____

How long have you known this reference? _____

Reference Two

Name: _____ Job Title: _____

Current Employer: _____

Mailing Address: _____
Street Address City State Zip Code

Office Phone Number: _____ E-mail Address: _____

How long have you known this reference? _____

Reference Three

Name: _____ Job Title: _____

Current Employer: _____

Mailing Address: _____
Street Address City State Zip Code

Office Phone Number: _____ E-mail Address: _____

How long have you known this reference? _____