

# **UW-Richland Employment Positions Summer 2012**

**Application Deadline: April 02, 2012**

\*\*\* Applications accepted until all positions are filled\*\*\*

## **Precollege**

Staff will work with youth from urban Milwaukee and youth from southwestern Wisconsin entering grades 7-12. This program concentrates on teambuilding activities and academics, building the students knowledge of self and others in a supportive environment. Staff will assist either during daytime classroom based activities or night time recreation and group activities. Staff is responsible for supervising students during day and evening activities, gathering supplies for teachers each day, ensuring students are behaving, chaperoning pre-planned trips, and reporting to the program coordinator. Housing is available and all meals during the program are provided.

## **College for Kids and MSU**

Staff will work with youth entering grades 4-8 from local school districts. This program is an educational enrichment program providing alternative and advanced experiences for children nominated by their school. Staff responsibilities include assisting in classes, supervising students while on snack breaks, distributing supplies to classrooms, returning supplies to the office, supervising students in an AM choice activity, taking attendance, and gathering supplies for teachers each day. Housing is available.

## **Japanese Program**

Staff will work with Japanese students that will become foreign exchange students at high schools upon completion of the program. Staff will also work with American teens that assist the Japanese students during all of their classes and at night. Staff responsibilities include supervising students while on snack breaks, distributing supplies to classrooms, returning supplies to the office, gathering supplies for teachers each day, reporting to the program coordinator, supervising students during night activities, ensuring students go to bed on time, and attending daily update meetings. Housing is available and all meals during the program are provided.

## **Summer Resident Assistant**

This position is for one person that will stay at the dorms during summer residential programs. This person can stay at the dorms during non programs, but is required to stay during overnight programs working from 11:30 – 7:30 am. This person is responsible for working with Continuing Education staff to ensure that all rooms are setup properly, cleaning before and after programs, doing the laundry after programs, and helping move supplies to the dorms. This position requires residence in the Campus View Housing Facilities and meals are included during scheduled programs. Lastly, must be flexible to meet program needs and hours of operation.

For more information or specifics on any of the above mentioned programs please contact our office. Note: You may apply for more than one position simply mark all programs you wished to be considered for.

Thank you for considering employment with our programs!

Jessica Laeseke  
Project Assistant, Continuing Education and Outreach  
University of Wisconsin -Richland  
1200 Hwy 14 W, Richland Center, WI 53581  
(608)647-6186 ext. 227 fax: (608)647-2275

View Continuing Education and Precollege Programs at  
[www.richland.uwc.edu/ce](http://www.richland.uwc.edu/ce)

**Please mark the position you are applying for:**

Precollege June 25 – June 29 \_\_\_\_\_  
 College for Kids July 23 – July 27 \_\_\_\_\_  
 Middle School U July 23 – July 27 \_\_\_\_\_  
 Japanese Program Aug 1 – Aug 10 \_\_\_\_\_  
 Summer Resident Assistant \_\_\_\_\_

\*\*\* Note: There will be MANDATORY ALL STAFF training prior to some of these summer programs; failure to attend this training may result in our program withdrawing the offer of employment. If you can not make the training please contact Continuing Education ASAP.

**(PLEASE TYPE or PRINT)**

**Name:** \_\_\_\_\_ **Male:** \_\_\_\_ **Female:** \_\_\_\_  
Last First Middle Initial

**SS #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_  
Street City State Zip

**Email address that you check regularly:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Language(s) Spoken:** \_\_\_\_\_ **T-Shirt Size (Circle)** XS S M L XL XXL XXXL

**US Citizen:** \_\_\_\_\_ **Permanent Resident:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**Do you have a valid driver's license:** Yes \_\_\_\_\_ No \_\_\_\_\_

Indicate any other summer engagements that you will be attending. For summer classes, please include course title and credit amount.

Summer Engagement	Dates	Times	Other

**How did you hear about this position?** \_\_\_\_\_

**Are you Pre-College Alumni?** \_\_\_\_ **How many years have you worked this program?** \_\_\_\_\_

<b><u>Office Use Only</u></b>
Date Application Received: _____

<b><u>Office Use Only</u></b>
1 <sup>st</sup> Shift Sup: _____ 2 <sup>nd</sup> Shift: _____ 3 <sup>rd</sup> Shift: _____

\*\*\* Must have a at least a 2.0 Cumulative GPA and cannot be on Academic Probation.

**Please indicate hours that you are available to work.**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Current University Classification (Please Circle):      Freshman      Sophomore      Junior      Senior

College or High School Attended/Attending	Date of Attendance	Major(s)	Degree	Current Semester GPA	Cumulative GPA

**Work Experience (AND/OR ATTACH YOUR RESUME)**

*Briefly list the following*

Position	Employer	Responsibilities	Dates

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**Leadership Experience**

*Briefly list leadership experiences during the past three years*

Position	Employer	Description	Dates

Position	Employer	Responsibilities	Dates

Position	Employer	Responsibilities	Dates

**List your personal qualities and/or experiences that make you prepared to do well in this position and work for the UW-Richland Summer Experience.**

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**Please describe your skill level and experience with each of the following Microsoft Office software programs: Excel, Access, Word, Publisher, and Power Point.**

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**References**

Please list below the names of three people whom can be contacted for a reference regarding your application to be a UW-Richland Summer Residential Employee. We strongly recommend that one of these references is a person who has worked with or observed you in your ability to work with youth from racially diverse backgrounds. Examples of persons to be considered for references are: a faculty member, an academic advisor, volunteer services, a supervisor, former or current employer.

Name	Position/Title	Area Code/Telephone No.	Relationship

**To the best of my knowledge, the information that I have provided on this application is true and correct. I realize that intentional falsification of statements on this application will subject me to being disqualified as an applicant, and if hired, to immediate dismissal.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

PLEASE RETURN COMPLETED APPLICATIONS WITH A CURRENT RESUME TO:

**Continuing Education  
1200 HWY 14 WEST  
Richland Center, WI 53581  
FAX: 608.647-2275  
[rlnce@uwc.edu](mailto:rlnce@uwc.edu)**

**APPLICATION DEADLINE April 2, 2012**