

UW-Richland Employment Positions Summer 2015

Application Deadline: February 3, 2015

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

Dormitory Cleaner

Staff are responsible for getting the dorms ready before and in-between programs. Attention to detail, self-starter, and a good cleaning and work ethic are a must.

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.

Korean Orientation Program

Staff will work closely with college age students preparing for their college studies. Staff will be responsible for leading some evening activities, participating in classroom exercises in study skills, ESL, reading comprehension, and presentations.

Overnight Staff

This person is required to stay during overnight programs working from 11:00 pm– 8:00 am. This person is responsible for ensuring students are in their rooms at night, by conducting night checks. This person also does some light cleaning in between programs and during programs.

Please mark the position you are applying for:

Precollege	July 6 - 10	_____
College for Kids	July 13 – 17	_____
Middle School U	July 13 - 17	_____
Japanese Program	July 29 – Aug 7	_____
Korean Orientation Program	Aug 7 – 22	_____
Overnight Staff	(above bolded programs)	_____

*** 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: _____
Last First Middle Initial

Male: ____ **Female:** ____

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?** _____

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

<u>Office Use Only</u>
1 st Shift Sup: _____ 2 nd Shift: _____ 3 rd 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
Position	Employer	Responsibilities	Dates

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.

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

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**

APPLICATION DEADLINE February 3, 2014