

**2012 Service Learning Leader**  
NORTHERN ARIZONA UNIVERSITY  
UPWARD BOUND

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The Academy is a four-week summer comprehensive program enabling high school participants (grades 9 - 11) to prepare for college by building strong academic skills for higher education while in a residential setting on the NAU Flagstaff campus. Our team of Service Learning professionals transport and supervise students at the service learning sites, ensuring communication among staff, students and site sponsors.

**Employment Dates:** Tuesday, June 12 – Tuesday, July 3, 2012.  
You are required to attend our 2 hour paid service learning professional training in May 2012.

<b>Number of Positions:</b>	<b>Three part-time (10hrs/week)</b> <b>Tuesdays &amp; Thursdays 1:00PM --5:00PM</b> <b>Total = 40 hours</b>
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**RESPONSIBILITIES:**

- Work closely with the Program Coordinator and Project Director
- Supervise program participants (9<sup>th</sup> grade) to Service Learning volunteer locations
- Assist in the coordination and implementation of tasks assigned by site sponsor at volunteer location
- Transport program participants (9<sup>th</sup> grade) to Service Learning volunteer locations
- Facilitate a 45 minute Service Learning class prior to each volunteer location visit
- Maintain a positive mental attitude throughout the program and present a positive image of NAU and the Educational Support Services summer programs
- Enforce the rules and regulations of the University and Upward Bound Academy
- Inform the Project Director and/or Program Coordinator of events in a timely manner
- All other duties as assigned by the Program Coordinator and Project Director

**QUALIFICATIONS** - Due to the demand of these positions, the ideal candidate should:

- Possess Service Learning or other supervisory experience recommended
- Experience with leading and engaging students in active learning
- Maintain strong interpersonal, public relations and oral communication skills
- Be enthusiastic, self-motivated, dedicated and creative
- Have experience working with multicultural populations
- Must have a valid Driver's License

**SALARY:** \$10.00/Hour

**Application deadline: Friday, March 23, 2012**

- If you have any questions call 928-523-6986 or email [Verlinda.Folgheraiter@nau.edu](mailto:Verlinda.Folgheraiter@nau.edu)

Applications may be mailed to:  
Verlinda Folgheraiter, Program Coordinator  
PO Box 6035  
Flagstaff, AZ 86011-6035  
E-mail [Verlinda.Folgheraiter@nau.edu](mailto:Verlinda.Folgheraiter@nau.edu)

Applications may be dropped off to:  
Verlinda Folgheraiter, Program Coordinator  
University Union, Bldg. 30, Room 238  
(2nd floor above the Recreation Center)

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**Please complete this application and submit with a Letter of Interest, one Letter of Recommendation and Resume.**

**PERSONAL INFORMATION**

Last Name	First	M.I.	Social Security Number - -	Application Date
Present Address	City	State	Zip	Present Phone
Permanent Address	City	State	Zip	Permanent Phone
E-mail address				

**EDUCATIONAL INFORMATION**

Are you currently enrolled at NAU? Yes      No	Enrolled in 2012 Summer Session 1 or 2? Yes      No	If yes, please specify class and times:
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**EMPLOYMENT RECORD**

Present or last employer	Address	City	State	Zip
Your job title	Start date: Leave date:	Name of Supervisor	Phone number	Salary:
Reason for leaving:				
Description of responsibilities:				

Previous employer	Address	City	State	Zip
Your job title	Start date: Leave date:	Name of Supervisor	Phone number	Salary:
Reason for leaving:				
Description of responsibilities:				

Previous employer	Address	City	State	Zip
Your job title	Start date: Leave date:	Name of Supervisor	Phone number	Salary:
Reason for leaving:				
Description of responsibilities:				

**REFERENCES**

Name	Title/relationship	Address	Phone # (include area code)	Occupation

May we contact your present employer?    Yes    No

**ADDITIONAL INFORMATION**

Please give any additional information which may more fully describe your qualifications, skills, experience, education, background and interests.

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*An Equal Opportunity Employer*

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the department's service, if employed. I understand that my employment may be contingent upon receipt of an alien registration number, verification of birth, and any other pertinent information bearing upon my employment, and that my continued employment depends upon the will of the department or myself. I authorize access to my student records to review GPA and any other information pertinent to my application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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