

Summer 2009 Academic Advisor

Four Corners Upward Bound Math and Science Program (4C Project)
Educational Support Programs, Northern Arizona University
Website <http://www.nau.edu/ubms>

Application and Employment Timeline

1. Application **Deadline In the Four Corners Office by: February 27, 2009 4:00 PM.** FAX 928-523-9466 attention Terry Hubbard, Mail to Terry Hubbard PO Box 6035 Flagstaff, AZ 86011 (Please allow at least 5 working days for mail delivery) or hand deliver to University Union Room 240 Terry Hubbard's Mail Box. If you have questions please call or e-mail Terry Hubbard 928-523-1315, Terry.Hubbard@nau.edu . All positions offered will be contingent upon clear background and fingerprint clearance.

Training and Work Hours:

Training (3 days required) and Employment dates: 5/23, 5/24, and 5/25 AND 5/30 – 7/2

Training: Sat. May 23 Noon – 5PM, Sun May 24 9 AM – 5 PM, Mon May 25 9 - Noon

Week 1: Sunday 5/31 (Time to be determined) **and** (M 6/1 – Th 6/4 8 AM–5 PM) & Th 6:30-8:30PM

Week 2: Monday 6/8 – Friday 6/12 1:00–5:00 daily **and** M, T, & Th 6:30-8:30 PM

Week 3: M 6/15 – Th. 6/18 1:00–5:00* daily **and** M &, T 6:30-8:30 PM **off Friday 6/19** (On Thursday Present Workshop to Parents instead of advising) Make-up Week 3 Advising during tutoring in week 4

Week 4: Monday 6/22 – Friday 6/26 1:00–5:00 daily **and** M, T & Th 6:30-9:00 PM

Week 5: Mon.6/29 and Tues.6/30 and Wed. 7/1 Off , **and** Thurs. 8:00 – 5:00 note: you will award students graduation certificates 8:00 – 10:30 and meet one-on-one with rising seniors and their parents 12:30 – 4:30.

Grades: Last day to submit grades to Terry.Hubbard@nau.edu is July 2 by 5:00 PM.

Salary: \$1,950

Qualifications:

- Ability to work flexibly in a dynamic team to identify and meet the needs of Four Corners Upward Bound Math and Science participants
- Experience providing academic advising to high school students, preferred
- Successful completion of coursework designed to prepare for advising high school students, an asset.
- Ability and desire to assist 9th, 10th, and 11th grade high school students with preparing for and applying to college.
- Experience motivating high school students who are potentially in the first generation of their family to earn a college degree, preferred.

Responsibilities:

- The Academic Advisor will motivate and grade approximately 20 rising 10th, 11th, and 12th grade students to assist them with exploring their personal interests and career options. The Advisor will help students: prepare to request that their high school counselor register them for college bound coursework, sign up for Educational Talent Search, determine which college majors are required for their career interests, select and prepare to apply to colleges, complete a Free Application For Federal Student Aid (FAFSA) grant application and write and modify scholarship essay and motivate parents to get more involved with helping their student organize themselves as they prepare to apply for college.
- Evaluate high school transcripts, calculate GPAs, motivate students to meet objectives to earn stipends and succeed in their Four Corners classes on-line.
- Provide guidance in course selection to complete 16 college-bound courses.
- Ensure each participant completes a resume and identifies at least one community college and one university he/she would like to attend.

- Ensure each participant begins or updates scholarship essays and files them in a Four Corners electronic portfolio in the appropriate Sharepoint folder for easy reference by the student, Advisor, Program Coordinator and Project Director.
 - Coach students to develop independence with the organizational and communication skills necessary to handle college personnel in person, on-line, on the phone, by mail, and by fax in preparation for continuing the college application process during the school year.
 - Excite students to look forward 20 minute one-on-one meeting weekly with Advisor
 - Assist students with using their 4 hour and 40 minutes of Independent Advising Time Effectively
 - Meet weekly with Four Corners UBMS Program Coordinator and Project Director.
 - Facilitate a parent workshop on Family Empowerment Day
 - Award students certificates with personal recognition of seniors at graduation
 - Advise parents of rising-seniors, after graduation in one-on-one sessions, of their students accomplishments and provide them with Randy Shannon's contact information and what they can expect from Randy during the school year.
 - Other duties as assigned
- The following materials must be received by deadline: February 27, 4:00 PM, 2009
 - Application
 - Signed Background Check form
 - Essay (see below)
 - Transcripts (Unofficial acceptable)
 - Resume

Essay

In your essay please explain skills that you have that you can bring to the Four Corners Program that will help us ensure that the Four Corners Program will meet the Upward Bound Math and Science objectives:

Objectives:

1. Students will pass the state high school exam (for example in Arizona the AIMS)
2. Students will participate in the Four Corners Program for the rest of their high school career.
3. Enroll in a community college or university the fall semester after their senior year
4. Stay enrolled in college or university for at least three consecutive semesters, not including summer. Therefore through at least the spring semester of their sophomore year in college.

Please feel free to ask Terry if you have any questions in preparing your application.

**Four-Corners Upward Bound Math and Science Program
Educational Support Programs
Northern Arizona University**

ACADEMIC ADVISOR APPLICATION

Name: _____
(Last) (First) (MI) (employee ID)

_____ (only list if you don't have an NAU Employee ID)
(Social Security No.)

Flagstaff Address: _____

Flagstaff Phone: _____

Permanent Phone: _____

Permanent Address (if different from above): _____

Major: _____ **Minor:** _____

Cumulative GPA: _____ **Current Semester GPA:** _____

Class Status: Graduate _____ Senior _____ Junior _____ **Other:** _____

Graduation Date or Anticipated Date: _____

ESSAY INDICATING INTEREST

On a separate sheet of paper, please describe your interest in the Four Corners Program, prior advising experience, your experience working with students from low-income or first generation to complete a bachelor's degree backgrounds and any experience you may have motivating high school students.

Signature: _____ **Date:** _____

E-mail Address _____

EMPLOYMENT BACKGROUND INVESTIGATION AUTHORIZATION

I. I understand that an investigative report may be generated on me that may include information as to

my character, work habits, performance and experience, along with reasons for termination of past employment, financial/credit history, criminal history records from any criminal justice agency in any or all federal, state, city and county jurisdictions, state Department of Motor Vehicle/Drivers' License Records to include traffic citations and registration, military records from the National Personnel Record Center, education records including transcripts, and requests for records and information from any individual, company, firm corporation, present and/or past employers and public agencies (including the Social Security Administration and the Immigration & Naturalization Service). I fully understand that Northern Arizona University and /or their agent American Background Information Services, Inc., may be requesting information from public and private sources about any of the information noted earlier in this paragraph, and I freely give my consent for Northern Arizona University and American Background Information Services, Inc. to do so.

II. According to the Fair Credit Reporting Act (FCRA), I am entitled to know if the considerations for which I am applying are denied because of information obtained from a consumer-reporting agency. If so, I will be notified and be given the name of the agency providing that report.

III. I agree that a photocopy or telephonic facsimile of this authorization shall be valid as the original. This release is valid for most federal, state and county agencies.

IV. I hereby authorize, without reservation, any one contacted by Northern Arizona University and /or their agent American Background Information Services Inc., to furnish the information described in Section 1.

V. I hereby authorize, without reservation, Northern Arizona University and / or their agent, American Background Information Services Inc., to contact my present employer for employment verification/references.

APPLICANT: COMPLETE THE FOLLOWING:

Signature

Today's Date

Please print full name

The following information is required by law enforcement agencies and other positive identification purposes when checking public records. It is confidential and will not be used for any other purposes.

Please print other names you have used

Social Security Number - Supplying your Social Security Number is optional.

Your Social Security Number will only be used in order to confirm your identity for purposes of completing an accurate background investigation.

Date of Birth - The Age Discrimination in Employment Act of 1967 and the Arizona Civil Rights Act prohibit discrimination on the basis of age with respect to individuals who are at least 40 years of age. Your date of birth is required on this form in order to confirm your identity for purposes of completing an accurate background investigation, and is not provided to the hiring official for any purpose in connection with consideration of your application for employment.

Home Address

City

State

Zip

Driver's License Number and State

Name as it appears on License

Have you ever been convicted of, plead guilty, or "no contest" to a crime that has or has not been expunged or removed from your record? No Yes If yes, please explain:

(The University will consider the nature of the offense, relation to the position for which you are applying, time since conviction, and all other relevant facts and circumstances in determining whether or not to disqualify you from consideration.)

FAIR CREDIT REPORTING ACT, DRIVER'S PRIVACY PROTECTION ACT, and ANY APPLICABLE STATE STATUE (S) NOTICE:
In accordance with the Fair Credit Reporting Act, this information may only be used to verify a statement(s) made by an individual in conjunction with legitimate business needs. The depth of information available varies from state to state. The report that will be generated for employment purposes only and in compliance with the Fair Credit Reporting Act, the Driver's Protection Act, and any applicable state statue(s).

09/02/05

If you checked "Yes" to the following question:

Have you ever been convicted of, plead guilty or "no contest" to a crime that has or has not been expunged or removed from your record? No Yes

Complete information on this section will expedite the background check and fingerprint process.

Please *explain* the crime and list the offense date, city, county, & state for *each* offense in the space below and on additional pages if needed.

(The University will consider the nature of the offense, relation to the position for which you are applying, time since conviction, and all other relevant facts and circumstances in determining whether or not to disqualify you from consideration.)

International Home Addresses

International Residence – If the candidate has worked or attended school outside of the U.S. within the past 7 years, American Background will need to complete an international criminal check. To complete this check, you will need to include the candidate's home address(es) for each international location. Please fax this information to American Background during the initiation of the check.

Name of Candidate: _____

International Employment Location: _____

Dates at Location: _____

Physical Home Address (not P.O. Box or APO/FPO): _____

City: _____

Country: _____

International Employment Location: _____

Dates at Location: _____

Physical Home Address (not P.O. Box or APO/FPO): _____

City: _____

Country: _____

International Employment Location: _____

Dates at Location: _____

Physical Home Address (not P.O. Box or APO/FPO): _____

City: _____

Country: _____

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