

2009 PROGRAMMING ASSISTANT
NORTHERN ARIZONA UNIVERSITY SUMMER PROGRAMS:
FOUR CORNERS UPWARD BOUND/UPWARD BOUND/NIZHONI ACADEMY

NAU Summer Programs (Four Corners/Upward Bound/Nizhoni Academy) is a five-week, comprehensive program enabling participants (high school students grades 9-11) to experience college life while strongly emphasizing academics for higher education. You will be required to live in the residence hall from May 24 – July 2, 2009 and meals will be provided during the program plus a salary of \$1700.

The Programming Assistant (PA) may not hold any other employment or be enrolled in summer classes during the program.

Responsibilities

- Rotating with the Residence Hall Director (RHD) and Residence Life Manager (RLM) on-call position to help oversee the residential staff, students, and facilities.
- Oversee Summer Leaders' funding, planning, coordinating and implementing social, cultural, educational and recreational activities.
- Lead programming reports during staff meetings.
- Ensure materials are acquired for the social, cultural, educational and recreational activities by meeting daily with Summer Leaders.
- Make some purchases of programming supplies.
- Account for petty cash and budget balances daily.
- Track and inventory programming supplies.
- Distribute programming attendance sheets.
- Maintain accurate database using FileMaker Pro or other compliant software.
- Account for weekday and weekend check-in/out of program participants in programming database.
- Perform rounds of programming activities to evaluate and provide constructive feedback for staff.
- Assist or guide Summer Leaders with SAGE when requested or as needed.
- Provide proper building security that insures the health and welfare of all residents.
- Maintain a positive mental attitude throughout the program and present a positive image of NAU, Educational Support Services, and Summer Academy to those participating.
- Enforce the rules and regulations of the University, Office of Residence Life, and the Four Corners Upward Bound Math and Science/Upward Bound/Nizhoni Academy.
- Provide in-residence supervision of Academy participants ranging from 9th – 11th grade.
- Inform the RHD and/or the RLM of events and issues in a timely manner.
- Enforce cleanliness of common areas.
- Assist in the implementation of the staff training during the spring semester dates TBD.
- Assist in the implementation of a one week training schedule prior to the start of the Summer Academy.
- All other duties as assigned by the Program Coordinators, Directors or Residence Hall Director.

Qualifications for Employment:

- Previous programming experience a plus
- Residential Life or other supervisory experience recommended
- Must currently have and maintain a grade point average of 2.50
- Must have basic computer skills including database management (Excel, FileMaker Pro)
- Maintain strong interpersonal, public relations and oral communication skills
- Possess the ability to handle high levels of stress
- Be enthusiastic and motivated
- Experience working with multicultural populations
- Applicant cannot be enrolled in summer classes

2009 PROGRAMMING ASSISTANT (PA) APPLICATION
NORTHERN ARIZONA UNIVERSITY ACADEMY:
FOUR CORNERS UPWARD BOUND/UPWARD BOUND/NIZHONI ACADEMY

Position Requirements:

- must currently have and maintain a minimum grade point average of 2.50
- must have completed at least 24 hours of college credit by the start of June 2009

The application, letter of interest, two superior assessments, and resume are all due by Friday, February 6, 2009. If you have any questions call Melissa at 928/523-6982

Please type or print legibly

Personal Data

Name: _____ NAU Empl ID _____ Social Security #: _____
First MI Last

Current Address _____
PO Box # or Street Address City State Zip

Permanent Address: _____
Street Address City State Zip

Current Phone: _____ Cell Phone: _____ Permanent Phone: _____

E-mail Address: _____ Gender: Female Male

How did you learn about the position? _____

Educational Background

University/College attending: _____

Major: _____ Minor: _____

Present cumulative GPA: _____ Expected date of graduation: _____

Other Colleges and Universities Attended:

<u>College</u>	<u>Major</u>	<u>Dates</u>	<u>Degree Earned</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Employment History

List your last three jobs including part-time and summer.

<u>Employer</u>	<u>Position</u>	<u>Duties</u>	<u>Dates</u>

Academy Meal Plan Options

(Please choose one)

- 19 meals/week and \$30 Dining Dollars
- 14 meals/week and \$50 Dining Dollars
- 10 meals/week and \$65 Dining Dollars

Academy T-shirt Size:

- Small
- Medium
- Large
- X-Large
- XX-Large
- Other: _____

PLEASE ATTACH

- Letter of Interest
- Resume
- 2 Superior Assessments: Please ask two people (not family members) to complete the assessment forms that follow. Applications missing one or both assessments by the **February 6, 2009** deadline may not be considered for Programming Assistant positions.

In submitting and signing this application, I agree that the information given is accurate to the best of my knowledge. I also authorize access to my student records to review my GPA, current credit hours earned, and any other pertinent information relevant to my application.

Signature _____ Date _____

**2009 PROGRAMMING ASSISTANT SUPERIOR ASSESSMENT
NORTHERN ARIZONA UNIVERSITY ACADEMY:
FOUR CORNERS UPWARD BOUND/UPWARD BOUND/NIZHONI ACADEMY**

This is not a recommendation form on the merit or expertise of the person, but an assessment of your perspective of the beliefs behind the words and/or actions of the person. Please circle the indicator that you believe most accurately describes evidence of the following dispositions. Your comments will not be shared with the applicant so please be candid in your evaluation. There are no good or bad / right or wrong answers, just your perceptions. Please return this form by **Friday, February 6, 2009** directly to:

NAU Academy	OR	Fax to: Melissa Begay
Attn: Melissa Begay		928/523-9466
NAU Box 6035		
Flagstaff, AZ 86011		

APPLICANT'S NAME: _____

(SE – Strong evidence, LE – Limited evidence, NS – Not seen, OE – Opposing evidence)

Standard 1 – Shared Vision

The Academy applicant believes in, values, and is committed to:

The educational opportunity for all	SE	LE	NS	OE
The inclusion of all members of the educational community	SE	LE	NS	OE
Ensuring that students have the knowledge, skills, and values needed to become successful adults	SE	LE	NS	OE
A willingness to continuously examine one's own assumptions, beliefs, and practices	SE	LE	NS	OE
Doing the work required for high levels of personal and organizational performance	SE	LE	NS	OE

Standard 2 – Culture and program for student and staff growth

The Academy applicant believes in, values, and is committed to:

The variety of ways in which students can learn	SE	LE	NS	OE
Life long learning for self and others	SE	LE	NS	OE
The benefits that diversity brings to the educational community	SE	LE	NS	OE
A safe and supportive learning environment	SE	LE	NS	OE
Preparing students to be contributing members of society	SE	LE	NS	OE

Standard 3 – Management and Operations

The Academy applicant believes in, values, and is committed to:

Making management decisions to enhance learning and teaching	SE	LE	NS	OE
Trusting people and their judgments	SE	LE	NS	OE
Accepting responsibility	SE	LE	NS	OE
High-quality standards, expectations and performances	SE	LE	NS	OE
Involving stakeholders in management processes	SE	LE	NS	OE
A safe environment	SE	LE	NS	OE

Standard 4 – Diversity, Family and Community

The Academy applicant believes in, values, and is committed to:

Education operates as an integral part of the larger community	SE	LE	NS	OE
Collaboration and communication with families	SE	LE	NS	OE
Involvement of families and other stakeholders in the education decision-making processes	SE	LE	NS	OE
Families as partners in the education of their children	SE	LE	NS	OE
An informed public	SE	LE	NS	OE

Standard 5 – Ethics and Integrity

The Academy applicant believes in, values, and is committed to:

The ideal of the common good	SE	LE	NS	OE
The principles of the Bill of Rights	SE	LE	NS	OE
The right of every student to a free, quality education	SE	LE	NS	OE
Bringing ethical principles to the decision-making process	SE	LE	NS	OE
Subordinating one's own interest to the good of the educational community	SE	LE	NS	OE
Accepting the consequences for upholding one's principles and actions	SE	LE	NS	OE
Using the influence of one's office constructively and productively in the service of all students and their families	SE	LE	NS	OE

Standard 6 – The larger political, social, economic, legal and cultural context
The Academy applicant believes in, values, and is committed to:

Education as a key to opportunity and social mobility	SE	LE	NS	OE
Recognizing a variety of ideas, values, and cultures	SE	LE	NS	OE
Importance of a continuing dialogue with other decision makers affecting education	SE	LE	NS	OE

ASSESSOR INFORMATION:

Print Name: _____

Relationship to Applicant: _____ Phone: _____

Signature _____ Date: _____

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Standard 5 – Ethics and Integrity

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