

**2009 Service Learning Leader**  
NORTHERN ARIZONA UNIVERSITY SUMMER ACADEMY:  
FOUR CORNERS UPWARD BOUND/UPWARD BOUND/ NIZHONI ACADEMY

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NAU Summer Academy (Four Corners Upward Bound/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. 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 2 - Tuesday July 30, 2009.

You are required to attend our 2 hour paid service learning professional training TBA.

<b>Number of Positions:</b>	<b>(3) part-time (10hrs/week)</b> <b>TTH 12:30-5:00</b> <b>Total = 43 hours</b>
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**RESPONSIBILITIES:**

- Work closely with the Program Coordinator and Project Director.
- Supervision of program participants from 9<sup>th</sup>-11<sup>th</sup> grade to Service Learning volunteer locations.
- Transport program participants from 9<sup>th</sup>-11<sup>th</sup> grade to Service Learning volunteer locations.
- Facilitate a 45 minute Service Learning Class following each volunteer location visit.
- Maintain a positive mental attitude throughout the program and present a positive image of NAU and Ed. Support Summer Programs.
- Enforce the rules and regulations of the University and Upward Bound Summer Programs.
- Inform the Project Director and/or Program Coordinator of events in a timely manner.
- All other duties as assigned by the Program Coordinator or other Administrative staff.

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

- Have previous programming experience a plus
- Possess Service Learning or other supervisory experience recommended
- Maintain strong interpersonal, public relations and oral communication skills
- Be enthusiastic and motivated
- Have experience working with multicultural populations

**SALARY: \$10.00/Hour**

**Application deadline: Friday, March 13, 2009**

Applications may be mailed to: **Roxanne Begay-Shupla, PO Box 6035, Flagstaff, AZ 86011 (523-6986)**  
Or delivered to: **Roxanne Begay-Shupla in rm. 238 on the second floor of the Union above the Fieldhouse**

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**Please complete this application and submit it along with a letter of interest**

**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 2009 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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