The Marquette University EOP Pre-College Division seeks motivated and responsible college students to serve as teaching assistants (TA’s) and tutor-counselors (TC’s) for its Upward Bound (UB) and Upward Bound Math & Science (UBMS) commuter and residential programs for the 2014 summer session, June 17 through August 2.

The positions require an interest in developing the college-ready skills of first generation, income-eligible teens from Milwaukee’s inner city and area high schools. TA’s work with instructional teams to deliver and reinforce curriculum for one of several interdisciplinary projects. TC’s monitor students’ interpersonal skills and serve as role models and mentors. These positions entail being available to supervise students on a variety of field trip opportunities. TA’s and TC’s are expected to be excellent communicators, responsible, and conscientious.

The below descriptions outline the specific and general responsibilities for each position.

**Teaching Assistants (Both UB and UBMS pre-college teaching teams, freshmen through seniors):**
Teaching Assistants work with precollege instructors during the planning and delivery of instructional activities inside the classroom and out. Teaching assistants work with commuter students (UB Frosh, Sophomores, and Juniors) or with residential students (Upward Bound seniors and Upward Bound Math Science students) from 7:30–5:00 weekdays in small groups and individually during afternoon/evening study sessions. TA’s, residential and commuter, report regularly on student progress in daily teacher meetings and assist teachers with administrative tasks (preparing classroom materials and handouts, etc.). UBMS TA’s should possess an aptitude for math or science, ideally holding a major in a math or science field, and be effective at explaining mathematical and scientific concepts.

**Tutor-Counselors, Commuter (UB Frosh, Sophomore, Junior):**
Commuter tutor-counselors assist professional counselors in monitoring student behavior in academic and social program activities (in and out of classroom) and provide counsel to students regarding appropriate behavior, program expectations, and high school-to-college transition issues. TC’s also assist professional counselors organize and deliver afternoon supervised study and Goaltending sessions, a personal development, college awareness, and financial literacy program. Commuter TC’s are expected to be available during the day and for occasional evening activities. Commuter TC’s track meal attendance and ensure student compliance with meal guidelines. **Please note that certain activities may be overnight or entire weekend trips.** Responsibilities outside the program should not interfere with the hours expected to work or the job performance.

**Tutor-Counselors, Residential (UB seniors and UBMS):**
In addition to commuter student responsibilities, residential tutor-counselors reside in the dormitory and are expected to be available during the day and for evening/weekend trips/activities. Resident TC’s are primarily responsible for the EOP pre-college student residence hall experience—supervising the floors and common areas, monitoring student activity in residence hall recreation areas, organizing and administering extracurricular activities (e.g., The Amazing Race, daily recreation activities/ tournaments, discussion groups), and enforcing curfew and other program rules. Other responsibilities include supervising weekend trips and chaperoning an end-of-summer, week-long, out-of-town college tour. In addition to summer stipend, the program covers all room and board expenses for the duration of the appointment.

All applicants must be in good academic standing with a minimum 2.5 cumulative grade point average. Drop off or mail applications to Marquette Hall, Room 409, by April 11, 2014.

Mailing Address:
EOP – Pre-College Division
Marquette University
P.O. Box 1881
Milwaukee, WI 53201-1881
Attn: T Ullrich, Associate Director, EOP

Interviews will be scheduled and conducted as completed applications arrive; applicants will be notified of their appointment by early May. If you have any questions or concerns, contact the Pre-College office at 414.288.7368.
Please submit this application, a resume, and a copy of a college transcript (official or unofficial) by Friday, April 11th, 2014

1. Name ___________________________ SSN ___________________________
2. Current Address ___________________________ City/State/Zip ___________________________
   Current Telephone Number ___________________________
   Home Address ___________________________ City/State/Zip ___________________________
   Home Telephone Number ___________________________ Email ___________________________
3. College ___________________________ Major ___________________________
4. Year in College ___________________________ Degree Hours Completed __________________
5. Overall Grade Point Average __________________
6. I am applying for the position of (list in order of preference):
   ____ Teaching Assistant (TA) $2,100
   ____ Tutor-Counselor (TC), Commuter $2,100
   ____ Tutor-Counselor (TC), Residential $2,600
7. Please list the mathematics, engineering, science, computer, and English courses you have completed.
   Course Number and Name | Semester | Grade
   ___________________________ | ___________________________ | ___________________________
   ___________________________ | ___________________________ | ___________________________
   ___________________________ | ___________________________ | ___________________________
   ___________________________ | ___________________________ | ___________________________

8. Why do you want to work with EOP Pre-college students and staff?
   __________________________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________

9. Our program goals are to strengthen academic and study skills and to foster and reinforce responsible behavior, a strong work ethic, and the desire to attend and complete college. What knowledge and/or experience do you possess that enhances your qualifications to help students and the program meet these goals?
   __________________________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________
   __________________________________________________

10. Describe any you have had experience working with low-income, first-generation students.
    __________________________________________________
    __________________________________________________
    __________________________________________________
    __________________________________________________
    __________________________________________________
11. Have you ever been convicted of a crime other than a minor traffic violation?  ___Yes  ___No
   If yes, give date(s), offense(s), charge(s). ____________________________________________

12. Would you be willing to submit to a background check?  ____Yes  ___No

13. List your interests, hobbies, or special talents. During the summer, EOP pre-college students are encouraged to take an art, dance, or other extracurricular class taught by staff. Would you be interested in leading a class? If so, what type of arts class and what is your experience with the topic?

_________________________________________________________________________________________

_________________________________________________________________________________________

14. Please provide any additional information you feel we should know in evaluating your application.

_________________________________________________________________________________________

_________________________________________________________________________________________

REFERENCES:
List two references and include one recommendation letter from a previous employer, teacher, or community leader.

Reference #1:
Name: _______________________________________________________
Relationship: __________________________________________________
Day-time phone number: __________________________

Reference #2:
Name: _______________________________________________________
Relationship: __________________________________________________
Day-time phone number: ______________________________________

Recommendation letter provided by:
Name: _______________________________________________________
Relationship: __________________________________________________

The information provided in my application is true to the best of my knowledge, and I give the EOP Pre-College Division permission to verify this information with the Registrar at applicant’s university or with other entities.

________________________  _______________________
Signature                     Date

Application deadline: Friday, April 11th