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 2015 summer session, June 17 through August 1. 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 also 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.

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) 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 Freshmen, 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 Gooldending 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.

Office Assistant
Office Assistant works alongside the Administrative Assistant running daily operations and assisting professional counselors, maintaining office operations by receiving and distributing communications, managing supplies and equipment, picking-up and delivering items, fielding phone calls, assisting TC/TA activities or on college tour, and serving students and parents as needed.

All applicants must be in good academic standing with a minimum 2.75 cumulative grade point average.
Drop off or mail applications by April 1st, 2015.

Interviews will be scheduled and conducted as completed applications arrive; applicants will be notified of their appointment by late April. 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 Wednesday, April 1st, 2015.

1. Name________________________ SSN__________________
2. Current Address____________________ City/State/Zip__________________
   Current Telephone Number________________________ City/State/Zip__________________
   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. Marquette ID: __________________ Have you ever worked on campus? ___ Yes ___ No
7. I am applying for the position of (list in order of preference):
   ____ Office Assistant (OA), $2,400
   ____ Teaching Assistant (TA), Commuter $2,600
   ____ Teaching Assistant (TA), Residential $3,000
   ____ Tutor-Counselor (TC), Commuter $2,600
   ____ Tutor-Counselor (TC), Residential $3,000
8. Please list the mathematics, engineering, science, computer, and English courses you have completed.

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<th>Course Number and Name</th>
<th>Semester</th>
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9. Why do you want to work with EOP Pre-college students and staff?
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

10. 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?
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

11. Describe any you have had experience working with low-income, first-generation students.
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

12. 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).
   __________________________________________________________________________
13. Would you be willing to submit to a background check? ____ Yes ___ No

14. 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?

__________________________________________________________________________________________________

__________________________________________________________________________________________________

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

__________________________________________________________________________________________________

__________________________________________________________________________________________________

16. How did you hear about this position?

__________________________________________________________________________________________________

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: Wednesday, April 1st