

*What is Upward Bound?*

Upward Bound is an academic support program designed to increase high school students' opportunities in attending college.

*Who is eligible for Upward Bound?*

The four combined ETSU Upward Bound programs serve a total of 270 high school students from Carter, Johnson, Unicoi, and Sullivan counties as well as Johnson City, Kingsport, Elizabethton, and Bristol city schools. Students must meet at least one of the following criteria: 1) family income meets federal guidelines, and/or 2) neither parent obtained a degree from a four-year institution. Students start the program in the beginning of their freshman or sophomore year and remain in the program until they begin their college career.

*What academic support is available?*

The program is designed to supplement the high school curriculum and is focused on individual student academic need in all of their high school classes. Students will receive tutoring and advanced skill development geared toward college preparation.

*How can Upward Bound help students get into college?*

Aside from providing an academic support system, Upward Bound provides workshops and individual counseling sessions for financial aid and scholarship information for college, ACT preparation, and career planning. Upon graduation from high school, Upward Bound students enroll in summer classes at ETSU. The Upward Bound program provides tuition, tutoring, books, and supplies for these summer classes.

*Where and when does Upward Bound meet?*

During the school year, Upward Bound meets one Monday per month from 5:00 p.m. to 7:00 p.m. on the campus at ETSU. The Upward Bound program provides transportation from the high schools to ETSU and back to the high schools for these academic sessions. During the summer, students participate in a six-week residential program on the campus of ETSU. The students attend classes in four academic areas (Mathematics, Science, Writing/Literature, and Foreign Language). The summer schedule also offers a variety of classes such as: art, crafts, music, dance, and physical fitness activities. Upward Bound students also attend several educational and cultural activities throughout the year.

*What is the cost to participate in the Upward Bound program?*

Program activities are provided at no cost to the student. Upward Bound is a federally funded program through the U.S. Department of Education.

If you have any questions and concerns regarding the Upward Bound program at ETSU, please call (423) 439-5619.

Ronnie Gross, Executive Director of Upward Bound

Jennifer Maupin and Nikkie Moulton, Office Coordinators

Tiffany Brown, Assistant Director of Operations

Emily Grater, Assistant Director of Academic Services

Jessi Nicely, Academic Coordinator

Brandon Pennington, College Access Coordinator

Julie McReynolds, College Access Coordinator

East Tennessee State University is fully in accord with the belief that educational and employment opportunities should be available to all eligible persons without regard to age, gender, color, race, religion, national origin, disability, veteran status, or sexual orientation. TBR 120-008-03.075

PROGRAM ASSISTANT

Dates: May 26-July 2 (training and summer program) and July 13-17 (approximate dates for summer trip; will be finalized at a later date. PA’s may or may not be invited to work during the trip, depending on program needs.)

The ETSU Upward Bound summer program coincides with the ETSU’s first term of summer school. If you plan to register for summer courses, take only second-term courses. Due to the nature of this position, we strongly discourage taking any classes during Upward Bound summer. The following dates are for Upward Bound Summer 2020:

Date Activity

5/26-5/29 Staff training

5/31 All students move into the residence halls

7/2 All students and staff move out of the residence halls

PROGRAM ASSISTANT QUALIFICATIONS

* Completed at least 12 credit hours of college work.
* Maintained at least a 2.0 cumulative GPA through the end of the fall semester 2019.
* Have completed one calendar year of college and be at least 18 years old as of June 2020.
* Have been enrolled in college during the last year.
* Experience as tutor, camp counselor, or similar position preferred.
* Experience in residence hall living preferred.
* Must pass criminal background check and student misconduct check. (Student misconduct checks will be performed automatically for ETSU students. Students who attend other colleges must fill out misconduct check form.)

APPLICATION PROCESS INFORMATION

* For full consideration, applications (and transcript, if applicant is not a current ETSU student) must be in by March 24, 2020 by 4:30PM.
* Individual interviews will be held in early April.
* After a final decision is made, candidates will be contacted by email.
* All applicants recommended for a position must be fingerprinted and pass a background check.
* Salary range is $1,000 – $1,200. Approximately $200 per week. Room, meal expenses, and trip expenses (if PAs are needed for the trip) are provided.

PROGRAM ASSISTANT JOB SUMMARY

PAs have a variety of roles during summer. Their primary role is to assist Upward Bound permanent staff, RDs and the Recreation Coordinator with any duties or responsibilities they need assistance with. PAs are the primary managers of the Student Information System, overseeing student check-in and check-out. PAs also assist with activity preparation, office duties, meal check-offs, CWS transportation, and many other duties.

PROGRAM ASSISTANT SPECIFIC DUTIES

* Live in the residence halls with the students. Adhere to the rules and regulations established by Upward Bound and the university and assist in monitoring the students' compliance with these rules. Report all infractions of rules and problems to the Upward Bound staff immediately.
* Attend all scheduled staff meetings and training sessions.
* Maintain professional boundaries with students and staff at all times.
* Monitor and maintain the Student Information System, including student check-in and check-out and recreation activity sign-in and sign-out.
* Monitor and record student attendance at assigned meals and check plates for USDA Summer Food Program compliance.
* Perform general office duties (answering phone, copying, filing, etc.)
* Assist the Resident Coordinator in the preparation and coordination of evening recreation activities.
* Accompany, interact with, and supervise students on scheduled field trips, including the trip at the end of the summer session, if needed.
* Assist with Career Work-Study check-out, transportation, and check-in.
* Perform other duties as assigned by the staff (such as preparing for Thursday Night activities and special events, walking students to and from class, assisting with finding missing students, etc.).

TENTATIVE SCHEDULE OF PROGRAM ASSISTANT

The following schedules are samples of the PA’s day during the Upward Bound summer program. PAs may rotate between schedules. These are tentative schedules and are subject to change. You will be off all weekends from approximately 5:30 p.m. on Friday through 5:00 p.m. Sunday evening, depending on the schedule and circumstances.

Office Duty Schedule

7:30-8:30 AM Breakfast meal check-off 8:30 AM-4:30 PM Front desk duty in the office

Afternoon Schedule

12:15-1:30 PM Lunch meal check-off

1:30-4:00 PM Assist permanent staff; help prepare for recreation activities and special events 4:15-5:00 PM Supervise Career Work-Study check-in

5:30-6:15 PM Dinner meal check-off

Night Schedule

12:15-1:00 PM Lunch meal check-off

1:15-2:00 PM Ride Career Work-Study bus 2:00-4:00 PM Break

4:15-5:00 PM Ride Career Work-Study bus 5:30-6:15 PM Dinner meal check-off

6:30-9:00 PM Recreation activity sign-out and sign-in

# ETSU UPWARD BOUND APPLICATION FOR PROGRAM ASSISTANT

**SUMMER 2020**

**(Deadline for applications March 24, 2020)**

NAME:

ADDRESS:

PHONE NUMBER E-MAIL DATE OF BIRTH

STUDENT E# (If ETSU Student)

COLLEGE:

MAJOR: CUMULATIVE GPA\*\*\*

\*\*\*Please provide a copy of current transcript, if you do not have an E#

SUMMER WORK/CLASS SCHEDULE (Please note the days and hours that you are **NOT** available to work. Note that conflicts between your other obligations and the UB schedule may prevent us from hiring you for this position.)

SUNDAY

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

What dates, if any, are you not available to work during Upward Bound summer?

Briefly explain why you are interested in being a program assistant for Upward Bound.

Describe any skills, talents, or areas of strength that you have that you believe would make you an asset to the Upward Bound Summer program.

I certify that the information I have given is complete, true, and correct to the best of my knowledge and belief. I further affirm that I have not knowingly withheld any facts or circumstances in completing this application. I consent to references and former employers being contacted regarding this application. I understand that any misrepresentation of information by me may cancel this application or be cause for my termination in the event I am employed by the university. It is a Class A misdemeanor to misrepresent academic credentials. (T.C.A. Sec. 49-7-133).

Signature Date