JOB ANNOUNCEMENT
Center for Academic Programs
UConn College Access & Preparation Program (UCAP)

Summer Residential Tutor/Counselors

The UConn College Access & Preparation Program (UCAP) is seeking summer residential staff to work with high school students participating in a five-week residential program. Preference will be given to candidates that meet the preferred qualifications below.

Brief Description: UCAP is a college preparation to program that works with high school students from Windham and Hartford, CT. The program provides students the opportunity to be at the Storrs campus for a five-week intensive residential program. Students take academic courses, participate in extracurricular activities, and develop skills to help them succeed in high school and beyond. The commitment to this program is from June 16th-July 24th, 2020. To learn more about UCAP please visit https://cap.uconn.edu/hsi/ccap/

Sample Position Responsibilities and Duties:

- Participate in a mandatory pre-program training mid-June.
- Supervise students in residence halls and remain available and/or on call 24 hours a day, unless otherwise directed.
- Provide individual and group tutoring sessions for 1 – 3 hours a night.
- Assist faculty members with class instruction.
- Lead activities related to culture, sports, mental health, self-care, poetry, dance, and/or other areas of personal and student interest.
- Enforce and personally abide by residential life, University and program rules and regulations and document with incident reports and written warnings as needed.
- Maintain privacy and/or confidentiality when handling participant, staff, and community incidents and conflicts.
- Attend and participate in all staff meetings and other events.
- Perform other tasks as assigned and as needed

Minimum Qualifications:

- Excellent interpersonal and communication skills
- Academic competence in at least one academic area: English, math, science, and elective based classes.
- Experience working with teenagers, community organizations, and/or academic programs
- The ability to demonstrate maturity, good judgment, patience, and commitment to providing educational opportunities to students from diverse backgrounds.

Preferred Qualifications:

- Be a junior or senior in good academic standing.
- Experience as a resident assistant or other in related overnight programs.
- Experience working with adolescents from multicultural backgrounds.

Only selected applicants will be invited for an interview. Interviews will be held in March and April. A criminal background check and finger printing are mandatory. The position includes a $2,100 salary plus room and board. Weekend stay in the dormitory is not included. Priority will be given to applications received by March 9, 2020. Please send your complete application to Susana.Ulloa@UConn.edu or go to Rowe 221 to drop it off:

Susana M. Ulloa, Director
High School Initiatives
Center for Academic Programs
368 Fairfield Way, U-4170. Storrs, CT 06269
UNIVERSITY OF CONNECTICUT
CENTER FOR ACADEMIC PROGRAMS
UCONN COLLEGE ACCESS AND PREPARATION PROGRAM (UCAP)
TUTOR/COUNSELOR APPLICATION

Name: _______________________________ Date: _______________________

Local Address: ______________________________________________________

Permanent Address: ____________________________________________________

Cell/Home Phone: __________________________ e-mail: ______________________

College Status (Graduate or Undergraduate) ________________ NedID #: __________

Anticipated Graduation Year: __________________________ Cumulative Grade Point Average: __________

Major or Graduate Program: ____________________________________________

Minor (if applicable): _________________________________________________

How did you learn about this position? __________________________________

Do you want to be considered for other summer programs working with high school students?
Yes ______ No _______ (you do not need a separate application to be considered for other CAP-High School Initiatives summer programs)

Please attach your resume, most recent unofficial transcript, and provide the following information:

1) Which of the following high school subjects can you tutor? Please rank by circling the numbers in order of preference (with 1 as first preference and 4 as the last preference).

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<tr>
<th>ENGLISH</th>
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<td>Composition</td>
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<tr>
<td>Literature</td>
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<tr>
<td>Research Paper</td>
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<td>Geometry</td>
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<td>Algebra II</td>
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<td>Pre-Calc/Calc</td>
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<td>Chemistry</td>
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<td>Physics</td>
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<td>SAT Preparation</td>
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<td>Study Skills</td>
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<td>Life Skills</td>
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2) List non-academic activities such as any special talents or interests you have (i.e. modern dance, swimming, photography, basketball, poetry, etc.). Would you be willing to teach or facilitate an elective class in any of these areas?

3) Submit a short essay describing yourself and any particular qualifications, skills or experience you possess that would be an asset for this type of positions. Have you done any academic tutoring? Have you worked with teenagers (camp counseling, etc.)? Please be specific.

4) Provide three references. Include addresses and phone numbers.

Please send your complete application to Susana.Ulloa@UConn.edu or go to Rowe 221 to drop it off.