



Summer Jobs

TRIO Math/Science Upward Bound Summer Team Leaders
Five 7-week positions, June 5 – July 22, 2007

Montana Western is hiring four to five team leaders for the 2007 TRIO Math/Science Upward Bound summer program. The team leaders will be required to live in the residence hall and will have responsibility for evening, weekend, and some daytime program activities. Upward Bound is a federally funded program created in 1965 with the goal of helping young people prepare for higher education. Fifty high school students from Montana participate in the summer program each year.

Qualifications:

- College junior standing or above preferred.
- Prior experience working with teenage students is preferred, especially proven experience working for Upward Bound.
- Must possess valid driver's license and before starting work, pass a University System van safety training.
- Must demonstrate maturity, good academic standing, good physical condition, and the ability to hike in remote areas.
- Must not have another job or carry a full-time summer credit load during the 7-week period. A university course may be taken with prior instructor and TRIO MSUB staff approval; however, duties will necessitate missing some to many classes.

Job Responsibilities:

- Participate in TRIO MSUB staff training and student orientation.
- Assist in transporting students, including extended trips of up to 2 weeks; includes driving 15-passenger vans and small bus.
- Demonstrate mature, responsible, enthusiastic and friendly behavior.
- Develop and maintain a helping relationship with approximately 50 students, and provide supervision and tutoring, particularly evenings and weekends.
- Meet daily with assigned student group and coordinate planned activities.
- Provide shared supervision of students during mealtimes and recreation.
- One position may emphasize development of activities, especially athletics
- Carry out corrective and disciplinary actions after consultation and approval from Program Director or his designee.
- Adhere to daily work schedule as assigned by Program Director or his designee, which may include errands, transportation on field trips, etc.
- Complete written evaluations of students at least twice during the summer program.
- Monitor condition of residence hall rooms and report any problems to the Program Director or his designee.

Salary and Benefits:

- Entry salary of \$2,200 gross for the 7-week block of work
- Room and Board paid (a value of \$1,000)
- Workman's Compensation Insurance; Seven scheduled nights off; First Aid training provided if instructor available

Applications:

Candidates should provide a letter of interest that includes cumulative college grade point average; current resume; and names, current mailing and e-mail addresses, and telephone numbers of three references to:

Director of TRIO Math/Science Upward Bound, UMW Campus Box 41, 710 S. Atlantic, Dillon, MT 59725.

Screening begins sometime in January for first-time applicants and will continue until positions are filled.

Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, Vietnam era veterans and persons with disabilities. Position eligible for veterans' preference in accordance with State law. Finalists for this position will be subject to a criminal background investigation.

Visit our web site at <http://www.umwestern.edu/msub> to learn about our program.