

Upward Bound Math and  
Science Program  
Summer Residential Program

**Residential Director  
Application Packet**

*Summer 2016*

## **Overview**

The UMBC Upward Bound Math and Science Program is looking for qualified professional summer staff to work for the Summer Residential Program (SRP). Upward Bound Math and Science (UBMS) is a federally funded educational opportunity program that prepares high school students with academic potential and an interest in math and science to complete high school successfully and matriculate into a program of higher education. The program provides academic training, cultural enrichment, and professional development. During this experience students will take high school academic courses, tour college campuses, attend cultural events, and participate in regional activities. As a counselor for this summer experience, it is imperative to work with the students and other staff to ensure that this experience is successful overall.

## **Summer Responsibilities**

Our objective for the summer is to formulate a comprehensive and cohesive program, which will provide enrichment and skill development for our students. We are seeking a female Residential Director (RD) to live in the dormitory and work in conjunction with the male RD to oversee the program participants in the evenings. Your position requires that you manage student life after class hours. This includes, but is not limited to activities in the dormitory, the dining hall, the library, and off campus. The RD is charged with creating an environment that is conducive to students' academic and personal development. The RD position is a 24-hour position when the Program is in operation, and requires your direct supervision of students when they are not in class and during all activities.

## **Qualifications**

*Required* - Applicants must have a experience working with adolescents in a residential setting. Applicant must have Bachelor's degree.

*Preferred* – A Bachelor's degree in a related field. An advanced degree. Some prior exposure to Trio programs.

## **Applications**

***Application packages should include the completed application, an unofficial transcript or copy of your degree, a resume, and two letters of recommendation.***

Applications can be returned to the UBMS Office, Math/Psychology Bldg Rm 006.

*By Mail*

Upward Bound Math and Science Center

1000 Hilltop Circle

M/P 006

Baltimore, MD

*By Fax*

410-455-1183

*By Email*

[dmuhamma@umbc.edu](mailto:dmuhamma@umbc.edu)

## **Deadline for Applications – April 15, 2016**

*Contact the UBMS office with any questions, issues, or concerns.*



**Upward Bound Math and Science Program**  
**University of Maryland, Baltimore County**  
**Residential Director Application**

Date Rec'd	_____
Initials	_____

**PERSONAL INFORMATION**

Name:		
DOB: ____/____/____	U.S. Citizen: Yes____ No____	Gender: M__ F__
Race: <i>(check all that apply)</i> ____American Indian/Alaskan Native ____Asian/Pacific Islander ____Black/African-American ____Latino/Latina ____White ____Hispanic ____Non-Hispanic		
Have you ever been a: UBMS Counselor ____ UB Counselor ____ <i>(check all that apply)</i> UBMS Participant ____ UB Participant ____		
Available Start Date:	Referred By:	

**CONTACT INFORMATION**

Current Street Address:			
City:	State:	Zip:	Phone:
Street Address After 5/14/15:			
City:	State:	Zip:	Phone:
Email Address:		Cell Phone:	

**EDUCATION LEVEL**

Highest degree earned?			
Institution Attending / Attended:			
Major:	Minor:	Cum GPA:	Degree:
Institution Attending / Attended:			
Major:	Minor:	Cum GPA:	Degree:

**EMPLOYMENT HISTORY**

Employer	Dates	Job Title / Description	Reason for Leaving

## GENERAL INFORMATION

List any activities (e.g. technology, sports, health & wellness, arts & crafts, etc...) that you could lead, teach, or assist with as an activity for program participants.

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List any experiences working with students (e.g. church, scouts, Boys and Girls Club, etc...):

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List any relevant honors and/or awards that you have received.

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If you answer yes to either of the questions below, please explain in the space provided.

Have you ever been arrested? Yes \_\_\_ No \_\_\_

Have you ever been sanctioned at work? Yes \_\_\_ No \_\_\_

Explanation \_\_\_\_\_

*(Use separate sheet of paper for responses below if additional space is required)*

What qualities do you possess that will make you a positive role model and leader for high-school students struggling with identity issues and academic and personal challenges?

What experience, abilities, personality characteristics, and personal philosophy will you bring to our team that will enhance our effectiveness?

Describe an experience in which you have served as a leader or have been charged with accomplishing a task or project with little supervision.

It is the responsibility of the residential staff and instructors to balance the roles of leader, friend, monitor, and disciplinarian. Describe the personal style and philosophy that will allow you to be effective while playing all these very different roles. Describe, as well, the manner in which you would deal with students whose behavior is inappropriate or violates the established rules.

I affirm to the best of my knowledge that all information given in this application is accurate and true. I understand that any false information may jeopardize any employment opportunities I may be offered and may serve as cause for termination if I am hired.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date