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

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

PERSONAL INFORMATION
Name: 
DOB: ____/____/____  U.S. Citizen: Yes___ No___  Gender: M__ F__
Race: (check all that apply) ___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 ___ (check all that apply) 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
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<th>Employer</th>
<th>Dates</th>
<th>Job Title / Description</th>
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Upward Bound Math and Science Center
1000 Hilltop Circle | M/P 006 | Baltimore, MD 21250  P: 410-455-3677  F: 410-455-1183
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.

_________________________________________________________________________

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

_________________________________________________________________________

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

_________________________________________________________________________

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 you 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 ________________