

AUSTIN PREFRESHMAN ENGINEERING PROGRAM

PROGRAM ASSISTANT MENTOR JOB DESCRIPTION

BACKGROUND: AusPrEP is an academically intense, mathematics-based, summer enrichment program, designed to develop abstract reasoning and problem solving skills. PREP identifies achieving middle school and high school students with the potential to become scientists or engineers, and reinforces them in pursuit of these fields.

The program is presented over the course of four summers. If funding permits, PREP expects to serve 200 students for **PREP 2015**. It will be located on the campus of Huston-Tillotson University and will operate from June 8, 2015 – July 24, 2015. The program will include coursework, team projects, class presentations, field trips, special events and examinations. Summer staff is scheduled to begin full-time employment on **June 5, 2015** for staff orientation, training and program preparation as well as participate in the parent orientation program on May 28th.

DUTIES AND RESPONSIBILITIES OF A PROGRAM ASSISTANT MENTOR:

Monitor and mentor a group of approximately 25 students with the following specific duties:

- Ensure the safety and appropriate behavior of program participants.
- Attend classes and laboratories with students, assisting instructors and students as needed or requested.
- Supervise research and study period, providing educational support activities and tutoring.
- Grade homework and special assignments. Maintain records of students work.
- Assist in preparation of special PREP activities.
- Serve as a mentor to students, encouraging the development of a commitment to educational achievement.
- Note: Some program assistant mentors will be assigned to monitor laboratories and/or assist with daily operations.

Those who work after July 24 will assist with the following activities: Preparation of the final reports, program evaluations/survey, and general clerical duties.

QUALIFICATIONS FOR PROGRAM ASSISTANT MENTOR:

- Commitment and interest in assisting middle and high school students in their academic and personal growth.
- Completion of at least one year of College.
- Currently enrolled in University with 2.5 or better GPA.
- Completion of Calculus I and II (preferred) and other advanced mathematics courses.
- Prior experience working with adolescents (preferred).
- Available to work from 7:30 AM to 4:00 PM daily **June 5-July 24, 2015**.
- Preference is given to university science, mathematics, computer science, or engineering majors; previous PREP participants; and former PREP employees.

EMPLOYMENT DATES: **June 5 – July 24, 2015** (or longer, depending on sponsor).

RATE OF PAY: Varies depending upon sponsor, College level, major, and previous PREP experience.

PREP is an equal opportunity employer and will not discriminate on the grounds of race, creed, sex, color, age, handicap, religion or national origin of any applicant.

MAIL THE ATTACHED APPLICATION, ESSAY QUESTIONS, TWO (2) REFERENCES, AND A COPY OF YOUR LATEST TRANSCRIPT (AN UNOFFICIAL COPY IS ACCEPTABLE) TO:

Huston -Tillotson University
Attn: AusPrEP Applications
900 Chicon Street
Austin, TX 78702

Thank you for your interest in PREP!

PRIVACY NOTICE

With a few exceptions, you are entitled to be informed about the information Huston-Tillotson University collect about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have Huston-Tillotson University correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the Huston-Tillotson University Business Procedures. The information that Huston-Tillotson University collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

If selected for this position and the funding agency requires a completed employment application, you will also be required to complete the application and hiring requirements of the funding agency.

PREP 2014 PROGRAM ASSISTANT MENTOR APPLICATION

Name: _____
Last
First
M.

Social Security Number _____ - _____ - _____ E-mail Address _____

Ethnicity: Native American Anglo African American Hispanic Asian Other

Gender: Male Female

Current Telephone Number _____ Permanent Telephone Number _____

Current Mailing Address _____
Street
City
State
Zip Code

Permanent Address _____
Street
City
State
Zip Code

Academic Preparation

College/University Attended During the 2012-2013 Academic Year _____

Current Classification: _____ Major: _____

UNIVERSITY COURSE	YEAR	SEMESTER COMPLETED (FALL, SPRING, SUMMER)	GRADE
Calculus I			
Calculus II			
Logic			
Probability / Statistics			
Physics			
Engineering and Science (List types of courses taken)			
Computer Science (List types of courses taken)			
Technical Writing			

Computer Science Languages: _____

For Office Use Only:

Session Taught:	Site:	Evaluation Score:	
Salary:	Sponsor:	Hire Date:	Termination Date:

Prior PREP Experience

	Yes	No	Year(s)	PREP CAMPUS
PREP Participant				
Jr. PA				
PA				
Head PA				

Have you had any previous experience working with middle school or high school students?

Yes No If yes, where and when? _____

List job those responsibilities: _____

Are you currently certified in first aide? Yes No CPR? Yes No

Dates available for employment: From ___/___/11 To ___/___/11

Age group preference: Grades 6-7 Grades 8-9 Grades 10-11

How were you referred to PREP? _____

Please submit the following additional materials:

A. Essay questions from attached form.

B. Transcript (An unofficial copy is acceptable.)

C. Two references (non-family members only). Please use the attached forms, complete your name and social security number, and give the forms to employers, teachers or other adults who worked with you in an instructional or supervisory capacity. Ask them to mail it to PREP on or before the due date. ***If you worked as an AusPrEP Program Assistant/Mentor during 2012 this requirement is waived.***

List those to whom you have given a reference form:

Name (Reference)

Relationship

Telephone

E-mail address

Name (Reference)

Relationship

Telephone

E-mail address

I give my permission for my references to be contacted, as needed.

I certify that the statements made in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that any false statements made herein will void this application and any actions based on it. I understand that any offer of employment tendered me is contingent upon my agreement to abide by the rules and regulations of the PrEP program.

Signature of Applicant _____ Date _____

PREP PROGRAM ASSISTANT MENTOR APPLICATION ESSAY QUESTIONS

Name _____

1. What appeals to you about working with Austin PREP? _____

2. What community or school activities have you participated in the past?

3. What leadership positions have you held? _____

4. What four (4) classroom rules would you set up for managing the Research & Study class where you would supervise a group of twenty (20) middle school students? This time is intended for homework, tutoring individuals or small groups, and educational support activities. (Use reverse side of page, if needed.)

Signature _____

Date _____

Austin Pre-freshman Engineering Program (PrEP) PROGRAM ASSISTANT MENTOR REFERENCE LETTER

Applicant's Name: _____

To: _____ Relationship: _____

Your name has been submitted as a reference for the above student who has applied for the position of Program Assistant Mentor with our program. In this capacity, s/he would be mentoring a group of twenty middle school and high school students, supervising behavior, ensuring their safety, providing educational support and tutoring, and encouraging an interest in careers in mathematics, science or engineering. In order to help us evaluate his/her application, please assess their strengths and weaknesses in the following areas:

AREA	EXCELLENT	GOOD	FAIR	POOR	NO BASIS FOR JUDGMENT
Initiative/leadership ability					
Ability to work with children/teens					
Ability to work with adults/supervisors					
Ability to work independently					
Judgment in difficult situations					
Conscientiousness					
Dependability					
Productivity					
Knowledge of mathematics/ science/ engineering concepts					

Additional comments on applicant's strengths or areas of concern:

Completed by : _____ Signature: _____
(print name) Date: _____

Title & Organization _____
 Phone: _____ Email: _____

Please return this form to:

Huston-Tillotson University
 AusPrEP – PA Reference
 900 Chicon Street
 Austin, TX 78702-2795

Please contact our office with questions or for additional information. 512-505-6448

Thank you for your time and assistance!

Austin **Pre**-freshman **E**ngineering **P**rogram (PrEP) PROGRAM ASSISTANT MENTOR REFERENCE LETTER

Applicant's Name: _____

To: _____ Relationship: _____

Your name has been submitted as a reference for the above student who has applied for the position of Program Assistant Mentor with our program. In this capacity, s/he would be mentoring a group of twenty middle school and high school students, supervising behavior, ensuring their safety, providing educational support and tutoring, and encouraging an interest in careers in mathematics, science or engineering. In order to help us evaluate his/her application, please assess their strengths and weaknesses in the following areas:

AREA	EXCELLENT	GOOD	FAIR	POOR	NO BASIS FOR JUDGMENT
Initiative/leadership ability					
Ability to work with children/teens					
Ability to work with adults/supervisors					
Ability to work independently					
Judgment in difficult situations					
Conscientiousness					
Dependability					
Productivity					
Knowledge of mathematics/ science/ engineering concepts					

Additional comments on applicant's strengths or areas of concern:

Completed by : _____ Signature: _____
(print name) Date: _____

Title & Organization _____
 Phone: _____ Email: _____

Please return this form to:

Huston-Tillotson University
 AusPrEP – PA Reference
 900 Chicon Street
 Austin, TX 78702-2795

Please contact our office with questions or for additional information. 512-505-6448

Thank you for your time and assistance!