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 2016. It will be located on the campus of Huston-Tillotson University and will operate from June 13, 2016 – July 28, 2016. 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 13, 2016 for staff orientation, training and program preparation as well as participate in the parent orientation program on May 26th.

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 28 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 8:00 AM to 4:00 PM daily June 13-July 28, 2016.
- Preference is given to university science, mathematics, computer science, or engineering majors; previous PREP participants; and former PREP employees.

EMPLOYMENT DATES: June 13 – July 28, 2016 (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!
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 2016 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 2015-2016 Academic Year ____________________________

Current Classification: ____________________  Major: ____________________

<table>
<thead>
<tr>
<th>UNIVERSITY COURSE</th>
<th>YEAR</th>
<th>SEMESTER COMPLETED (FALL, SPRING, SUMMER)</th>
<th>GRADE</th>
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<tr>
<td>Technical Writing</td>
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Computer Science Languages: ____________________________________________________________

For Office Use Only:

Session Taught:  ____________________  Site:  ____________________  Evaluation Score:  ____________________

Salary:  ____________________  Sponsor:  ____________________  Hire Date:  ____________________

Termination Date:  ____________________

Prior PREP Experience

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<tr>
<th>Yes</th>
<th>No</th>
<th>Year(s)</th>
<th>PREP CAMPUS</th>
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<tr>
<td>PREP Participant</td>
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<tr>
<td>Head PA</td>
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Have you had any previous experience working with middle school or high school students?  
___ Yes ___ No  If yes, where and when?  _______________________________________

List 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 2015 this requirement is waived.**

**List those to whom you have given a reference form:**

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<tr>
<th>Name (Reference)</th>
<th>Relationship</th>
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____ 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_________________
Name__________________________________________

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

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

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

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________
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______________________________________________________________________

3. What leadership positions have you held?________________________________________

______________________________________________________________________
______________________________________________________________________
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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.)

______________________________________________________________________
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______________________________________________________________________

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:

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<th>AREA</th>
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<th>FAIR</th>
<th>POOR</th>
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<tr>
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Additional comments on applicant’s strengths or areas of concern:
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Completed by: ________________________________ Signature: ________________________________
(print name) Date: ________________________________

Title & Organization: ________________________________ Email: ________________________________

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 Engineering Program (PrEP)**

PROGRAM ASSISTANT MENTOR REFERENCE LETTER

Applicant’s Name: ____________________________________

To: ____________________________________  Relationship: ______________________

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Completed by: ___________________________  Signature: ___________________________
(press name)  Date: ___________________________

Title & Organization: ___________________________________________________________
Phone: ___________________________  Email: ___________________________

Please return this form to:  Huston-Tillotson University
AusPrEP – PA Reference
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