

Upward Bound  
SUNY Plattsburgh  
**Summer Activities Coordinator Application**  
Summer Program 2016

The Upward Bound Program is a year-round federally funded program designed to provide educational support services to participants during the academic year and through a summer component. The Program serves high school students in Clinton, Essex and Franklin counties.

A six-week summer program is offered on the SUNY Plattsburgh campus. Up to one hundred sixty-five area high school students live in a residential environment, enroll in an academic curriculum and participate in a variety of activities. The Activities Coordinator (AC) generally works Monday through Thursday from 1:00 p.m. to 9:00 p.m. and Friday from 8:00 a.m. to 4:00 p.m. Please see attached for job description and list of general responsibilities.

The Activities Coordinator will work for a seven-week period, **June 14 through July 29, 2016**. Salary: \$2,800 - \$3,000 depending on qualifications.

**QUALIFICATIONS:**

- A college student in good academic standing having completed at least 36 credit hours on campus as an enrolled student (not including AP courses);
- Enthusiasm, a high energy level, integrity, leadership and self-responsibility;
- Commitment to work on a team of paraprofessional and professional staff;
- A sincere interest in and concern for adolescents; and,
- Certification in CPR/First Aid prior to commencement of employment. (CPR/First Aid Certification may be arranged through the American Red Cross. SUNY Plattsburgh students may contact Karen Waterbury, Memorial Hall, extension 4150, for CPR/First Aid Classes.)

**APPLICATION PROCEDURE:** Please submit the following to Upward Bound:

- 1. Completed application form (attached);*
- 2. Resume and an unofficial copy of your college transcript; and*
- 3. Two letters of recommendation (e.g. from an advisor, instructor, employer, counselor).*
- 4. Applications received by February 22, 2016 will be given first consideration. We will continue to accept applications until all positions are filled.*

For more information contact:

**Upward Bound Office**  
**Hawkins Hall 010**  
or call: **518-564-2030 or 888-578-7812**  
[www.ubplattsburgh.org](http://www.ubplattsburgh.org)

An Equal Opportunity/Affirmative Action Employer

**THIS IS A SMOKE-FREE PROGRAM**

## **Summer Activities Coordinator:**

**Minimum Qualifications:** Enrolled undergraduate student working toward a Bachelor's degree; demonstrated knowledge, ability and sensitivity to work with, teach and support students who have been traditionally underrepresented in higher education; excellent communication and creative skills; computer literacy; valid driver's license and approval to drive SUNY Plattsburgh vans/cars; CPR/First Aid required.

### **General Responsibilities:**

- Develop, prepare and monitor daily dorm programming activities;
- Monitor inventory of activities supplies;
- Purchase materials, supplies and other resources for scheduled activities;
- Arrange dorm programming field trips including costs, transportation, attendance limits, check-in and emergency procedures;
- Maintain log of activities participation and provide summary at conclusion of the Summer Program;
- Participate in residential staff meetings;
- Design and manage weekly Activities Bulletin Board;
- Assist in coordinating weekly field trips and Program events as requested;
- Create and distribute "Warm Fuzzies";
- Assist with development of the Program Summer Video;
- Attend evening activities when requested; and
- Perform other duties as assigned



The Research Foundation for The State University of New York

Employment Application

Welcome to The Research Foundation for the State University of New York, a private nonprofit educational corporation. We appreciated your interest in our organization. We encourage you to provide all the information requested on this application. Thank you.

We are an equal opportunity/affirmative action employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, age, national origin, disability, marital status, veteran status, or sexual orientation, in accordance with federal and state law.

Invitation for self-identification - individuals with disabilities and veterans who wish to benefit under the affirmative action program are invited to identify themselves. These forms are available at the location listed below. This information is strictly voluntary and will be kept confidential. Refusal to provide it will not subject the applicant or employee to any adverse treatment and it will be used only in accordance with government regulations.

Position applied for: Department/office:

Name: Phone Number: (Last) (First) (Middle)

Address: (Number & Street) (City) (State) (Zip Code)

Email address:

Do you have the legal right to accept employment in the United States? Yes No

Are you under 18? Yes No

Proof of identity and authorization to work in the United States are required prior to employment.

Have you ever been employed by The Research Foundation for The State University of New York?

Yes No If yes, please explain:

Do you have a family member(s), relative(s), significant other, or member of your household working for the Research Foundation for SUNY? Yes No If yes, please provide his/her name(s) and department(s) in which he/she works:

Have you ever, or are you currently involved in any form of disciplinary/investigative process before any state licensing body or any accrediting body? Yes No If yes, please provide dates and details of circumstances:

Have you ever been convicted of, or pled guilty or no contest to, a crime (felony or misdemeanor)? Please be sure to include Motor Vehicle Traffic misdemeanors. Yes No If yes, please give specifics:

\*A conviction is not an automatic bar from employment. Each case is considered and evaluated on its individual merits in relation to the duties and responsibilities of the position for which you apply.

My resume with employment history Is Is not attached.

If your resume is not attached, you must provide your education and employment history, beginning with your present or last employer, on the reverse side of this application or on additional sheets. The name, address, and telephone number of three references must be provided.

I hereby authorize investigation of all statements contained in this application and attached data as provided. I certify that such statements are true and understand that misrepresentation or omission of facts called for in this form may be cause for termination of employment without notice. I hereby also agree to hold the Research Foundation harmless in divulging the information contained in this application form as well as any personnel records developed as a result of employment with the Research Foundation.

A pre-employment examination by a Research Foundation designated physician may be required if physical condition is a job-related qualification. For some positions, a pre-employment physical examination is required by law.

I also agree, if employed, to abide by all policies and procedures of the Research Foundation. I understand that if hired by The Research Foundation, my employment is terminable at will, with or without cause, based on the employment needs of The Research Foundation as it may determine in its sole discretion.

Applicant's Signature		Date
<b>Education</b>		
High School: (Name and Location)	Course:	Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No
Business or Trade Schools: (Name and Location)	Course:	Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No
Special Skills or Training:	Licenses Held:	
College: (Name and Location)	Course:	Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No
Degree:	Major:	Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No
Graduate School: (Name and Location)		Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No
Degree Earned	Major:	

**Employment**

List your employment record starting with your present or last employer first. Show all employment and periods of unemployment if more than one month. Include military service. Use additional sheets if necessary.

Date From: Month/Year	Employer's Name	Department, Division or Section	
To: Month/Year	Address	Supervisor	Telephone Number
Title:		Starting Salary	Last Salary

Briefly describe the duties of your position:

Reason for leaving: May we contact this employer?  Yes  No

Date From: Month/Year	Employer's Name	Department, Division or Section	
To: Month/Year	Address	Supervisor	Telephone Number
Title:		Starting Salary	Last Salary

Briefly describe the duties of your position:

Reason for leaving: May we contact this employer?  Yes  No

**References**

Give name, address and telephone number of three work-related references.  Attached  Not attached

**UPWARD BOUND  
SUNY Plattsburgh  
Summer Program**

**ACTIVITIES COORDINATOR APPLICATION**

Name: \_\_\_\_\_  
(Please Print)

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you eligible to become van certified? (Must be at least 20 yrs. old): Yes \_\_\_\_\_ No \_\_\_\_\_

CPR: Yes \_\_\_\_\_ Expiration Date: \_\_\_\_\_ No \_\_\_\_\_ First Aid: Yes \_\_\_\_\_ Expiration Date: \_\_\_\_\_ No \_\_\_\_\_

Have you ever lived on campus? Yes \_\_\_\_\_ No \_\_\_\_\_ When \_\_\_\_\_

Please list your extracurricular activities, special interests, hobbies, sports, etc: \_\_\_\_\_

**GENERAL OFFICE EXPERIENCE:**

Computer Programs: Microsoft Word \_\_\_\_\_ YES \_\_\_\_\_ NO Publisher \_\_\_\_\_ YES \_\_\_\_\_ NO  
Microsoft Excel \_\_\_\_\_ YES \_\_\_\_\_ NO

Other: \_\_\_\_\_

Office Machines: Telephone \_\_\_\_\_ YES \_\_\_\_\_ NO Fax \_\_\_\_\_ YES \_\_\_\_\_ NO Copier \_\_\_\_\_ YES \_\_\_\_\_ NO

Letters of recommendation will be submitted by:

1. \_\_\_\_\_ 2. \_\_\_\_\_

1. Please attach a resume.
2. Please attach an unofficial copy of your college transcript.

Anticipated Graduation Date: \_\_\_\_\_

Preferred Name: \_\_\_\_\_ Gender: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Days/Times available for interview: \_\_\_\_\_

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