

MHC Upward Bound Needs Summer staff!

Make a difference this summer!

Mars Hill College Upward Bound is a college preparatory program funded by the US Department of Education. Mars Hill College Upward Bound has been helping teens prepare for college since 1968. The program serves low-income high school students who aspire to attend college. Students participate in an experientially based summer program, which includes academic & elective classes, evening activities and cultural enrichment trips.

We are located 20 minutes north of Asheville, North Carolina in the foothills of the Appalachian Mountains. We are currently hiring a diverse, creative staff to continue our long tradition of providing quality opportunities in education.

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|---|---|
| Type of Position: | - Residential (Friday evening- Sunday evening off) - Summer (7 weeks: June - July) |
| Job Title: | Tutor/Mentor |
| Job Description: | Tutor/Mentors live in a college dorm and assist in providing supervision and coordination for Upward Bound summer participants. Responsibilities include: attend training & staff meetings, serve as primary role model, know where your assigned group is at all times, conduct group meetings and individual mentoring sessions with participants, assist teachers in elective classes, supervise evening activities, provide tutoring as needed, chaperone overnight trips, implement all UB policies and procedures, be familiar with and observe all MHC employee & security policies, emergency procedures, and other duties as assigned. A typical day begins at 11am and ends around 7am. Yes, you may sleep at night. |
| Location: | Mars Hill, North Carolina |
| Qualifications: | Candidates must have completed one full year of post-secondary education and are currently enrolled students or graduates. Strong candidates have experience working with teens, excellent problem solving skills, the ability to lead groups and the ability to work with a team. Preference will be given to qualified upperclassmen. |
| To request an application, please contact: | Download from www.mhc.edu/ub Or contact UB Director Phone: 828-689-1251 |
| Compensation | \$1300-\$1500 stipend for 7 weeks, plus dormitory housing and weekday meals |

**UPWARD BOUND
MARS HILL COLLEGE
TUTOR/MENTOR APPLICATION**

Personal Information

Name: _____
 First Middle Last Preferred nickname

Sex: Female [] Male [] E-mail Address: _____

Local/Campus Address: _____

Local Phone Number: _____

Permanent/Parent Address: _____

Permanent Phone Number: _____

Social Security Number: _____

Educational Information

Current Student Classification: Freshman [] Sophomore [] Junior [] Senior [] Graduate []

Institution attending/attended: _____

Area of study: _____ Cumulative GPA: _____

Please list all other institutions (beginning with high school) that you have attended:

| Institution | Dates attended | Field of study | Degree(s) received |
|-------------|----------------|----------------|--------------------|
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| | | | |

Work and/or Military Experience (or attach a resume of your work experience)

| Employer | Dates employed | Job Title | Duties |
|----------|----------------|-----------|--------|
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Other Information and Certifications

List any current certifications such as first aid, etc.:

Have you ever been convicted of any criminal or illegal activities? Please describe:

Please check your swimming proficiency:

Can't swim Beginner Intermediate Advanced
Certified lifeguard Date of certification: _____ WSI Date of certification: _____

Experience

Please describe your experience working with teens and/or any other experience you have that may be relevant to this position. In addition, please offer any information you would like us to consider as we are making hiring decisions. You may also attach a resume, but your resume will not substitute for the narrative in this section.

Statement of Consent, Authorization, and Release

To be signed by every applicant seeking employment

I understand that in connection with the application process the Mars Hill College Upward Bound program may request information from my past employers, educational institutions I have attended, personal references, and any public or private agencies that have issued me either a professional or vocational certification or license. I also understand that such investigation may include a review of my credit history and any criminal records I may have incurred. I request, authorize, and consent to the release of any and all such information to the Mars Hill College Upward Bound Program consistent with all state and federal laws, and hereby release and hold harmless every person or entity that communicates such information to the Mars Hill College Upward Bound Program in good faith and without malice from any and all claims of liability of any type whatsoever.

Signature _____

Date _____

Please return the application to the UB office or mail directly to:
Upward Bound, PO Box 1839, Mars Hill, NC 28754
For Additional Information: 888-230-5643