



2020 Summer Program Staff Application

This application is for the following positions:
Resident Counselor (RC) and Assistant Resident Director (ARD)



Leadership starts here!

***** Please submit completed applications to the EOP
Office (Norton Hall Room 211) *****



Dear Summer Staff Applicant:

The Educational Opportunity Program (EOP) Summer Bridge Program at the University at Buffalo is an intensive four-week academic and residential program designed to facilitate the transition of students from high school to college. The program's goals are to give students a head start towards a successful college experience and the opportunity to begin building community with other students. The EOP Summer Bridge Program has been proven to be successful in assisting students with the academic, social, personal and economic adjustment to the university.

Residential staff are live-in members responsible for the student's total residential experience and are an integral part of the program.

Applicants must:

- Be committed to serving the needs of a diverse student population.
- Be in good academic standing.
- Have good communication and critical thinking skills.
- Build rapport with students and program staff.
- Be able to work both independently and as a team.
- Demonstrate maturity, responsibility and reliability.
- Be flexible and able to adapt to complex situations.
- Abide by and enforce all program and university policies and procedures.
- Complete staff training for final appointment.

A detailed selection process is outlined in the attached application materials. Make sure you carefully read all of the instructions before completing this packet. Please include all of the following parts (stapled together) in this order:

1. Application.
2. Program proposal (attached you will find a sample program proposal. Please provide a program proposal with your application that you would like to facilitate for the summer program residents).
3. Completed essay section.
4. One completed reference form.
5. Unofficial transcript.

If you are applying for more than one position, you only need to complete ONE application. **Note the dates and times of the selection calendar for the position.**

Thank you for your interest and we look forward to receiving your application. If you have any questions regarding the process, please contact the EOP Office at **716-645-3072**. Good luck!

Sincerely,

Richard Harris
Senior Counselor
EOP Living Learning Community Coordinator



Job Descriptions

Resident Counselor (RC)

The resident counselor (RC) is responsible for working closely with the resident director (RD), program coordinators and summer program staff to develop and maintain positive residential communities for program participants. To this end, RCs serve as a resource and role model to EOP Summer Bridge Program students; administer and enforce policies and procedures; design and implement educational, social and transitional programs; act as mediators in conflict situations; support and help publicize EOP and campus services; and assist with the opening and closing of the residence halls.

This is an exceedingly demanding job that requires team work and the ability to make responsible decisions quickly as situations arise. Self-reliance and a strong commitment to the EOP Summer Bridge Program is essential. Two RCs may be selected to have specialized administrative duties.

Remuneration: RCs will receive a competitive stipend with room and meals during the program duration.

Dates of Employment: June 28 – Aug 3, 2020 (Tentatively)

- *** June 29 – July 4, 2020 are mandatory training dates. Please do not make any social commitments during the EOP Summer Bridge Program. **Student employees are not allowed to take classes during this time or hold secondary jobs. No exceptions will be made.**

Assistant Resident Director (ARD)

The assistant resident director (ARD) assists the RD and the summer program coordinators in the administration of the EOP Summer Bridge Program. This position also helps with coordinating logistics for activities, events and workshops and serves as administrative assistant to the program.

This is an exceedingly demanding job that requires team work and the ability to make responsible decisions quickly as situations arise. Self-reliance and a strong commitment to the EOP Summer Bridge Program are essential.

Remuneration: ARD.s will receive a competitive stipend with a room and meals during the program duration.

Dates of Employment: June 1 – Aug 3, 2020 (Tentatively)

- *** June 29 – July 4, 2020 are mandatory training dates. Please do not make any social commitments during the Summer Program. **Student employees are not allowed to take classes during this time or hold secondary jobs. No exceptions will be made.**



Staff Selection Timeline

All Applicants

Monday, Jan.8, 2020 **Staff Applications Available**
 Applications can also be downloaded from our website at: <https://buffalo.edu/cpmc/eop.html>.

Monday, Feb. 24, 2020 **Applications Due by 5 p.m.**
 Completed applications (applications forms, essay responses and recommendation form) must be submitted to 208A Norton Hall by noon. Applications can also be faxed to 716-645-3075. **Late or incomplete applications will not be considered for candidacy.**

Thursday, March 5, 2020 **Candidate Interview Notification**
 Eligible candidates will be contacted and notified to sign up for an interview.

Thursday, March 5 – 13, 2020..... **Interview Sign Up/Interviews**
 2011 Norton Hall. Candidates may also call 716-645-3072 and ask to speak to Mrs. Nadia Holloway (EOP office manager). Please make note of your interview time and location. **No reminder will be sent.**

Wednesday, March 18, 2020..... **Finalists Notified**
 Finalists will be notified and provided an offer.

Tuesday, March 24, 2020..... **Deadline to Accept Offers**
 Finalists must accept or decline the offer.

Friday, April 17, 2020 **Mandatory Staff Meeting**
 A mandatory staff orientation meeting will be held time and location TBD.





Employment Timeline

All Applicants

Sunday, June 28, 20120..... Staff Move-in day
 All staff members who have live-in positions must **Move-in by 10 a.m.** Training will begin promptly at noon.

Monday, June 29 – July 4, 2020.....Mandatory training days
*Training days are mandatory. Staff must not make any commitments during this time. **No exceptions will be made.***

Saturday, July 5, 2020 – Saturday, Aug 1, 2020Summer Program dates
 The Summer Program for the students will last until Aug. 1, 2020

Friday, July 31, 2020 at 6 p.m..... Mandatory staff debrief
 All staff must attend the debrief of the Summer Program.

Monday, Aug 3, 2020Staff release day
 All staff will be officially released on Aug. 3, 2020 at **8 a.m. *Do not make any travel arrangements before this time.***





Summer Staff Application

Please type/print legibly in blue or black pen and use clear and legible handwriting

Name (First, Last): _____ Gender: M F

Date of Birth: _____ Major: _____ Cum-GPA: _____ Email: _____

Person Number: _____ Class Year: _____ Cell Phone #: _____

Position (s) applying for (Check all that apply):

- Assistant Resident Director (ARD)
- Resident Counselor (RC)
- Assistant Coordinator (AC)

I am a participant in the following support programs (Check all that apply):

- ACE
- LSAMP
- EOP
- CSTEP
- ACKER
- McNAIR
- SSS
- Other _____

Local Address (Number, Street, City and Zip. If current resident: Room, Building, Unit number):

Permanent Address (Number, Street, City and Zip. If current resident: Room, Building, Unit number):

Please list any organizations, clubs, internships, athletics teams, leadership positions (i.e.: RA/CA/OA/SA Position, Mentor, etc., activities you have been affiliated with (past or current) during your time at the University at Buffalo. We encourage you to highlight outside experiences that have helped you develop leadership skills.

Organization	Type of Experience Gained



Sample Program Proposal

*****Include Flyer*****

Program Title: Sham-ROCK and ROLL: Are you the Guitar Hero?
Program Date & Time: Thursday, March 22, 2020 at 6:00 p.m.

Type of Program (Check only one):

Social Educational Recreational Multicultural Spiritual

How will you advertise this program to maximize attendance?

This program will be advertised by use of written and oral promotions using techniques such as handbills and word-of-mouth will be employed.

Describe the activities that will take place and who will facilitate those activities.

Serving as a preface to the fun, an informative orientation will be presented. Information shall include traits and/or traditions that are celebrated by people of Irish decent, particularly their love of music. Next, there will be a face off to determine the Guitar Hero. There will be a considerable prize for the winner. Additionally, food emphasizing the spirits of St. Patrick's Day will be served.

Describe the steps involved in planning and implementing this program

1. Advertise the event via written and oral promotions.
2. Research the traditions and traits of St. Patty's Day.
3. Acquire video game console and accessories.
4. Setup equipment.
5. Decorate accordingly.

What materials will you need to implement this program?

1. Advertising supplies (i.e. paper, printer, copier, tape).
2. PlayStation 4.
3. Guitar Hero and 2 controllers (guitars).
4. Holiday specific tableware (i.e. spoons, plates, napkins).
5. Television.
6. Holiday specific decorations (i.e. tablecloths, balloons, centerpieces, etc.).

What, if any, of these materials can you get in donations?

- I will provide the PlayStation 2, game and guitars.

What, if any, campus resources will you use?

- Cardinal Village would supply the advertising supplies and television.

What is your proposed budget for this program?

- The proposed budget for this program is \$45.00.



Essay Section

ANSWER ALL OF THE QUESTIONS BELOW THOUGHTFULLY AND COMPLETELY. PLEASE TYPE YOUR RESPONSES. PLEASE KEEP ALL ANSWER SHORTER THAN 150 WORDS.

1. Why are you interested in this position?
2. What strengths do you have that will aid you in this position?
3. What are the three most important or helpful things incoming freshmen should know about the University at Buffalo
4. What style of management do you work best with?
5. Please provide an example of how you have built community or brought individuals together ?

ARD Candidates Only (Additional Questions)

1. What is your leadership style?
2. What is your residential life experience?



Recommendation Form

I have asked _____ to complete this recommendation in support of my application to the University at Buffalo EOP Summer Program. I hereby waive the right to inspect the letter which appears herein. I understand I am not required to waive that right as a condition for selection.

Applicant's Signature _____

Applicants please check the position(s) applying for:

- Resident Director (RD)
- Resident Counselor (RC)
- Assistant Resident Director (ARD)

Section I:

Applicant's Name (Last, First, MI): _____

Person # _____

Applicant's Address: _____

Street

City

State

Zip

Telephone # (____) _____

Section II:

This is to be completed by the applicant's guidance counselor, teacher, or other professional who knows the applicant well enough and in a capacity appropriate for responding to the following questions.) This recommendation can be returned to the applicant in a sealed envelope or the form can be returned directly to the address stated on the last page by the stated deadline.

Note to the recommender: The above named individual has applied for a staff position with the EOP Summer Program. This residential and academic summer program is designed to assist diverse students who show promise for academic success. The applicant has been supplied with a brief outline of the position which may be helpful in completing this form. Your thoughtful and timely completion of this form will greatly aid us in accessing the applicant.

1. How long and in what capacity have you known this applicant?

2. In your opinion, what are the applicant's chief strengths? Please provide at least one example to support your observations.

3. How would you summarize this applicant's level of maturity and responsibility?



4. How would you describe the applicant's intellectual ability?

5. What are the applicant's significant weak points? (Example: Persistence, responsibility, teamwork, personal experiences that may adversely affect the applicant in this position)

6. Considering the applicant's strengths and weaknesses, how would you rate the applicants potential as a valuable addition to the resident counselor staff?

7. Using the chart below, please rate the applicant relative to others you have known in a similar capacity.

Characteristics	Excellent	Good	Average	Below Average	Not Observed
GENERAL					
- Motivation					
- Maturity					
- Intellectual Ability					
- Creativity & Imagination					
- Self-confidence					
- Oral Communication					
CHARACTER					
- Ability to inspire others					
- Integrity					
- Persistence					
- Ability to work with others					
- Energy level					
- Dependability					
- Judgment					

8. Use this space to note any other comments which you believe should be taken into consideration about this applicant.

Signature: _____ Date: _____

Title: _____ School/Agency: _____

Phone Number: _____ Address: _____

Please return the completed form to: EOP Summer Program 208 Norton Hall, Buffalo, NY 14260

Fax: 716-645.3075

by **Monday, Feb. 24, 2020 at 5 p.m.**