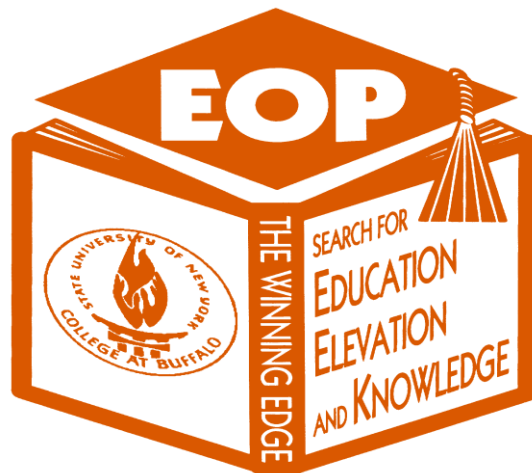


Buffalo State College

Educational Opportunity Program Summer Student Assistant & Resident Director Application

Program Dates: July 31st – August 19th
(Student Staff must be available from July 25th – August 19th)



**PLEASE RETURN ALL COMPLETED
APPLICATIONS TO:**

*Application Deadline:
Friday, April 8, 2011 by 3:00 p.m.
Mrs. Tami Heflin, South Wing 610*

EOP SUMMER PROGRAM STUDENT ASSISTANT & RESIDENT DIRECTOR APPLICATION 2011

Please Type or Print the Application Legibly

GENERAL INFORMATION:

Please note: It is your responsibility to contact the Office of the Educational Opportunity Program should any of the general information listed below change during the application process.

Name: _____ Banner ID #: _____

Cell Phone #: _____ Home Phone #: _____

Local Address: _____

Permanent Address: _____

Email Address: _____

Check Position You Are Interested in:

_____ Resident Director (2 Positions) _____ Student Assistant (12 Positions)

ACADEMIC INFORMATION:

Cumulative GPA: _____ (*Minimum cumulative gpa 2.50, 3.00 preferred*)

Major/Minor: _____ Total College Credits (completed to date): _____

Year: _____ Freshman _____ Sophomore _____ Junior _____ Senior _____ Grad Student

EOP Student? _____ Yes _____ No If yes, Counselor's Name: _____

I understand that, if selected, I will be required to sign a contractual agreement to serve as an Summer Program Student Assistant/Resident Director with the Educational Opportunity Program. I also understand that, if selected, I must attend all mandatory training sessions, and all summer program activities. I cannot be enrolled in Summer Session C or Summer Session 2 or involved in any other employment opportunity during the EOP Summer Program. I also understand that I must reside in the residence hall for the duration of the program. I understand that visitors and/or overnight guests will not be allowed in the residence hall – **NO EXCEPTIONS. Failure to comply with the stated agreement will result in termination of employment.**

Signature: _____

Date: _____

LEADERSHIP EXPERIENCE:

Briefly describe any experience/involvement you've had with EOP and/or the EOP Summer Program (i.e., summer program student participant, summer program student assistant/orientation leader, etc.).

Briefly describe any experience/involvement you've had with any College Orientation Program (including college/university and dates).

Briefly describe any experience/involvement you've had in Residence Life (including college/university and dates).

Briefly describe any experience working as: a helper, mentor, tutor, camp counselor, etc.

Please list any campus and/or community extracurricular activities in which you are now, or have been involved (i.e., campus organizations/clubs, volunteer work, etc.). Please include dates.

Please describe why you want to be an EOP Student Assistant/Resident Director.

SUMMER OBLIGATIONS:

Please list all obligations that you will have during the month of August (i.e. family commitments, courses, employment etc.).

IMPORTANT DATES & INFORMATION:

- ▶ Applications must be submitted by 3:00 p.m. Friday, April 8th to Tami Heflin, EOP, South Wing 610.
- ▶ If you are selected to participate in the interview process, you will be notified by Monday, April 11th.
- ▶ If you are selected to be on the EOP Summer Staff, you must be available to work on the following dates without having any other commitments:

Summer Program Information	Date
SA/RD Check-in (move into Neumann Hall)	Monday, July 25 th
SA/RD Training, Planning & Preparation	Monday, July 25 th – Saturday, July 30 th
Students Arrive/Check-In	Sunday, July 31 st
EOP Summer Program Dates	Sunday, July 31 st – Friday, August 19 th

- ▶ If you are selected, you must stay until August 19th
- ▶ In addition to the above dates, if you are hired, you will be required to attend a **MANDATORY GROUP MEETING** at the conclusion of the selection process in April.
- ▶ The compensation for full participation will be as follows:

Resident Directors	\$1,200.00	Plus Room & Board
Student Assistants	\$1,000.00	Plus Room & Board

ADDITIONAL REQUIREMENTS

- Student transcript from Degree Navigator
- Current resume
- Two reference letters (from non-EOP faculty, professional staff or employment supervisors who are familiar with your abilities).
- You must have a minimum cumulative GPA 2.50, 3.00 preferred. You must have at least 12 credit hours already accumulated and be registered for Fall 2011 classes at Buffalo State College.

To speed up the application process, we encourage you to ask your references to email Mrs. Tami Heflin at heflintr@buffalostate.edu, addressing your character, ability to lead a group of freshmen, and level of responsibility and maturity. **Applications, including all additional requirements mentioned above, must be submitted by 3:00 p.m. Friday, April 8th to: Tami Heflin, EOP, South Wing 610.**

WHAT DOES A STUDENT ASSISTANT DO?

As an EOP SA, you will provide leadership, guidance and information about EOP and Buffalo State College to incoming freshmen. The responsibilities of an EOP SA include (but are not limited to):

- Being available for all summer program training sessions (July 25th – July 30th)
- Residing in the designated residence hall for the duration of the summer program (July 31st – August 19th)
- Leading a student group of approximately 15-20 students
- Assisting an EOP Counselor during the summer program process
- Leading student group discussions pertaining to EOP and Buffalo State College
- Highlighting various aspects of campus life
- Providing information during workshops
- Assisting with check-in and check-out of the residence halls
- Compiling participant folders, lifting boxes, moving materials to various sites
- Accompanying students on field trips, as required
- Assembling a group of students for meals, classes and workshops
- Maintaining curfew hours for yourself and students
- Enforcing all program policies and procedures

WHAT DOES A RESIDENT DIRECTOR DO?

The Resident Director will supervise approximately 12 EOP Student Assistants. The Student Assistants are responsible for assisting in the transition of up to 125 new EOP freshmen. Each SA is assigned a group of 15-20 students, and the RD is responsible for supervising a smooth experience for each student. The RD is required to reside in the designated residence hall with the staff and students for the duration of the appointment, and maintain 24-hour residency. This position reports directly to the EOP Summer Program Coordinator.

A. Required Qualifications:

1. Supervisory experience
2. Upper class/Graduate status

B. Preferred Qualifications:

1. Experience with culturally diverse students
2. Experience with conflict resolution
3. Experience coordinating and supervising a group living environment
4. Experience as an RA or SA employee
5. Have effective oral/written communication/organizational skills

6. Must have high level of maturity, be self-disciplined and able to work on a team, as well as independently
7. Knowledge of the history and purpose of EOP
8. Familiarity with college residence hall policies and procedures
9. Valid Driver's License

C. Job Responsibilities:

1. Implement goals, objectives, policies and procedures of the summer program as detailed by the Coordinator, and supervise undergraduate residence hall staff by establishing policies & procedures to create a wholesome living environment for students
2. Must share in providing support to EOP students in personal counseling, social, and academic areas
3. Must reside in designated residence hall with Student Assistants and maintain discipline and harmonious relations in the residence hall and all other areas of the program
4. Must schedule and attend all daily residential staff and EOP staff meetings
5. Must work with Student Assistants in planning and supervising a well-rounded cultural and recreational program, and participate in scheduled activities
6. Must establish routines for handling keys, use of games and recreational equipment, assure that the residence hall is kept clean and orderly, that fire prevention regulations are followed, and that residence hall furniture, fixtures and rooms are not abused
7. Manage minor health problems and medical emergencies
8. Perform other duties as assigned by EOP Summer Program Coordinator
9. Ensure that curfew hours are maintained by students and Student Assistants