

THE COLLEGE OF NEW JERSEY
Educational Opportunity Fund Program
SUMMER PROGRAM JOB APPLICATION

Part I.

Name: _____ ID#: _____ Today's Date: _____

Campus or Local Address: _____
Street *City* *State* *Zip Code*

Campus/Phone #: _____ Cell Phone #: _____ Email: _____

Home Address: _____
Street *Apt.* *City* *State* *Zip Code*

Have you lived in TCNJ residence halls for at least one year? Yes: ____ No: ____

Major: _____ Minor: _____

Class Standing: Freshman Sophomore Junior Senior Cumulative G.P.A. _____

Part II.

A. Have you previously worked in the EOF Summer program? No: ____ Yes: ____ When? _____

B. Please check area(s) in which you would like to tutor/work:

*Select area (s): X	Course	If you have taken the course, please indicate your grade for the course.
	IDS 100 Race, Class, & Gender	
	MAT 095 Intermediate Algebra	
	MAT 096 Pre-Calculus	
	MAT 127 Calculus A	
	STA 115 Statistics	
	IDS 170: Foundations for STEM Innovation	

***Each PA will also be assigned IDS097 Foundations of Success and/or Critical Thinking course.**

C.– List the following:

Special talents, interest, and skills (include any computer knowledge) _____

Academic groups _____

Leadership positions _____

Social groups _____

Community involvement _____

Other major activities _____

Part III. Attach your resume.

Part IV. References

Please list the names and addresses of two references from TCNJ faculty or staff member (one must be a professor). Be certain to give one of the attached forms to each reference and have them return it to our office by **March 3, 2017**. **EARLIER RETURNS ARE ENCOURAGED. Do not list any EOF staff members as references.**

Name	Title	Department
1.		
2.		

TRANSCRIPT:

A copy of your unofficial transcript MUST be attached to your completed application!

AFFIRMATIVE ACTION STATEMENT:

Any behavior which adversely discriminates against an individual and/or group because of race, color, or any of the generic categories as defined by The College's Affirmative Action Statement, will not be tolerated and the employee becomes subject to disciplinary action.

PLEASE NOTE

By signing this application form, I agree not to hold any other employment position during the 5-week EOF Summer Enrichment Program. In addition, I am NOT participating in any other program during the 5-week EOF Summer Program.

I authorize the release to the EOF Office of any discipline information which may be on file in the Dean of Student Life Office.

Signature

Date

**Please return application to the EOF Office in Roscoe Library Room #121, by March 3, 2017
Attention: Tiffani Warren, Director, EOF**

EOF Summer Program Dates: July 6-August 9th, 2017

July 6: Student Staff Move-In/Mandatory Training

July 8: EOF Students Move-In

July 10: First Day of Classes

August 9: EOF Closing Ceremony/ALL Move-Out

--- FOR EOF OFFICE USE ONLY ---

Day: _____

Date: _____

Time: _____

THE COLLEGE OF NEW JERSEY
Educational Opportunity Fund Program
Position Description

POSITON	PROGRAM ASSISTANT
DESCRIPTION	<p>Program Assistants (PAs) are essential to TCNJ’s EOF Summer Program. They provide the pre-freshman with resources that will enhance their opportunity for academic success and facilitate their transition into TCNJ. Program Assistants are expected to foster a sense of community among students in the residence halls, and work cooperatively with faculty and staff to provide educational, social, and recreational activities. The PA lives and works with first year students in the residence hall during the entire EOF Summer Program and works with the Resident Coordinator to establish and maintain a supportive living and learning environment.</p> <p>As peer tutors, PAs are selected for their high level of knowledge in a designated subject area and their ability to impart this knowledge to others. PAs provide academic coaching to students for the duration of the summer program making sure to review important concepts and insure that they have the skills necessary to make successful progress in the designated course.</p> <p>This position requires the PA to keep track of student progress and present information to students in a clear and accessible fashion. PAs will maintain open communication with faculty regarding student progress by completing tutor session reports.</p>
RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Attend all sessions of class, as assigned. 2. Serve as tutor to designated students. 3. Attend all scheduled training and staff meetings. 4. Provide assistance to students in developing study skills. 5. Refer students to appropriate person for academic or personal assistance. 6. Assist in the coordination of all Pride Session activities providing guidance and support to students.
REQUIREMENTS	<ol style="list-style-type: none"> 1. GPA 3.00 OR HIGHER 2. <u>B</u> or better in course you wish to tutor. 3. Must attend the <u>mandatory</u> summer training session prior to students’ arrival.