

RESIDENTIAL COORDINATOR APPLICATION

Upward Bound – Penn State University
Summer 2009



Deadline: Friday, February 20 - Late applications will not be considered.

PART ONE: Personal Data

NAME _____ PSU ID NUMBER 9 - _____ - _____

LOCAL ADDRESS _____

PHONE _____ ALTERNATE PHONE _____

PERMANENT ADDRESS _____

E-MAIL ADDRESS _____

MAJOR(S) / MINOR(S) _____

CAREER GOAL(S) _____

WHAT HIGH SCHOOL DID YOU GRADUATE FROM? _____

WHAT YEAR YOU GRADUATE FROM HIGH SCHOOL? _____

PLEASE CIRCLE YOUR T-SHIRT SIZE (for staff t-shirts): S M L XL XXL

PART TWO: Work Experience - Please your two most recent work experiences. Feel free to attach additional pages if needed or e-mail information to dmz11@psu.edu.

Work Experience #1 (*Most recent*)

Title - _____

Employer - _____

Duties - _____

Dates of Employment - From _____ to _____

Work Experience #2

Title - _____

Employer - _____

Duties - _____

Dates of Employment - From _____ to _____

PART THREE: Questions

Please answer the following questions. You are welcome to submit your responses on paper with this application form or e-mail them separately to dmz11@psu.edu by **February 20**.

1. What experience and / or qualities do you possess that would make you a successful Residential Coordinator?
2. Describe a significant challenge that you faced at some point in the past. Were you successful in overcoming it? If so, how did you make that happen?
3. What potential challenges and issues do you think you might face during Upward Bound's summer program?
4. Discuss the type of relationship that you believe the Residential Coordinator should establish with students and Tutor / Mentors in order for the summer program to be successful. What might you do in order to foster these relationships?
5. Assume that you have been hired as the Residential Coordinator. Describe how you might begin to address this hypothetical situation: *One of the Upward Bound students approaches you about one of the Tutor / Mentors on the staff. This student feels as though the Tutor / Mentor has been singling him out and treating him unfairly, often "writing him up" for actions that others have not been written up for. The student is ready to drop out of the program because of this seemingly unfair treatment.*

PART FOUR: References:

In the table that follows, please list three individuals who could speak knowledgeably about your skills / abilities, character, and potential performance as Upward Bound's Residential Coordinator. *Please do not list family members or friends.* Submit this with your application.

Reference #1	Name	
	Phone Number	
	E-mail Address	
	How do you know this person?	
Reference #2	Name	
	Phone Number	
	E-mail Address	
	How do you know this person?	
Reference #3	Name	
	Phone Number	
	E-mail Address	
	How do you know this person?	

Thank you! Please don't forget to turn your application in to the Upward Bound office before **Friday, February 20.**