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**GEAR UP Summer Leadership Academy (GUSLA)**

**Arizona GEAR UP hiring for Summer Leadership Academy 2017**

NAU/AZ GEAR UP will host a six (6) day summer enrichment experience for GEAR UP students on the NAU Mountain campus in Flagstaff from **June 11 to 16, 2017**. The goal of the GEAR UP Summer Leadership Academy (GUSLA) is to motivate students to succeed academically and to enhance students’ communication, decision-making, leadership skills and preparation for postsecondary education. GUSLA strives to help students create a vision for a positive future in which they see themselves as leaders in high school and as future college students -- all in a fun and supportive environment. This year, 236 rising seniors from across Arizona will participate in this residential experience.

We are looking for enthusiastic people, dedicated to positive youth development to join our team this year; we need twenty (20) Team Leaders, four (4) Workshop Facilitators, and one (1) Health Coordinator. Working at GUSLA is a wonderful opportunity to gain experience working with high school students. This year, like last year, we will partner with *Seeds Training*, an internationally known youth training organization, to provide a portion of the GUSLA curriculum. GUSLA Team Leaders will work very closely with the *Seeds Team* during their scheduled sessions. In addition to working with the *Seeds Team,* the TLs will work with NAU Staff, workshop facilitators, and community members to supervise students completing service projects and participating in workshops focused on preparation for postsecondary education. TLs also supervise students during recreational activities and before, between and after each day’s scheduled activities. Workshop Facilitators will be responsible for actively engaging students in college-knowledge workshops using established curricula and must be able to repeat workshops with different groups of students maintaining enthusiasm and energy with each group. Working at GUSLA requires long hours, high energy and can be physically and emotionally challenging, but it is also a memorable and enriching experience for staff and students alike. We value prior experience and former employees are strongly encouraged to apply.

GUSLA is an intense week filled with great experiences that challenge students to do their best. While students attend from Sunday, June 11 to Friday, June 16, staff must be present prior to student arrival, for orientation/training, team building, and student arrival preparation. Please be aware that to be considered for hire, applicants must be available for work on all dates below:

**June 9 through June 16, 2017 (Health Coordinator & Workshop Facilitators)**

**June 10 through June 16, 2017 (Team Leaders)**

For more details, see the attached position descriptions, Standards for GUSLA Staff Conduct, and schedules for the week. To be considered for a position with GUSLA, complete and submit the following:

* Application
* Short Answer Questions (required only for those who haven’t worked for NAU GUSLA or SEP previously)
* Letter of recommendation (required only for those who haven’t worked for NAU GUSLA or SEP previously)
* Optional: Attaching a resume which describes your work, volunteer, and/or intern experience is encouraged.

The selection timeline and information about how to access forms and information is on the reverse (page 2).

**Selection Timeline**

**January 9-16** Prior Year staff contacted/recruited

**January 30** Returning Staff application deadline

**Jan 16- Feb 12** Returning staff applications processed

**February 17** Returning staff offered positions

**February 29** Deadline for returning staff to submit signed offer letter, Independent Contractor Form, Stipend Form, and Background Authorization Form

**March 1-15** Recruitment of new staff, if needed

**March 15-30** New recruits interviewed

**April 2** New recruits notified of selection/non-selection

**April 15** Deadline for new staff, if selected, to submit signed offer letter, Independent Contractor Form, Stipend Form, and Background Authorization Form

All documents referenced above are available on our website at nau.edu/COE/Gear-Up/School-Partners/. Positions fill quickly so do not wait - apply today! If you have any questions do not hesitate to contact John Acedo, GUSLA Director by phone at 602.728.9501 or by email at [john.acedo@nau.edu.](mailto:john.acedo@nau.edu)



**GUSLA STAFF APPLICATION**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Last First Middle Initial | | | | | Social Security Number | | | | Adult Shirt Size |
| Mailing Address Street City State Zip Code | | | | | | | | | |
| Telephone (Cell or Work) | | | Will you need a parking permit? □ Yes □ No | | | | | | |
| Permanent Phone # | | | Email (*our primary means of communication.)* | | | | | | |
| Are you or have you been employed by NAU in the past 6 months? □ Yes □ No  If yes, what is your employee ID #? | | | | | | | | | |
| How did you learn about our organization? (Please circle all that apply.)  Friend / Former Employee / Former student / GEAR UP Coordinator / Website / Mailing / Email /Other: | | | | | | | | | |
| What position are you applying for:   * Team Leader * Health Coordinator * Workshop Facilitator | | If applying for a Workshop Facilitator position, please rank the topics below based on your interest in teaching it (1=highest interest; 5=lowest interest)  \_\_\_\_ FASFA & Financial Aid Package Review  \_\_\_\_ Scholarship Search  \_\_\_\_ Time Management / Juggling a College Schedule  \_\_\_\_ Mock Interviews  \_\_\_\_ Student & Faculty Panel | | | | | | Did you apply last year?  □ Yes □ No  Have you worked for GUSLA or SEP in the past?  □Yes □ No If yes, when? | |
| Have you worked for GUSLA or SEP in the past?  □Yes □ No If yes, when? | |
| Are you legally permitted to work in the US this summer?  Yes, and I won’t need to use a visa □ Yes, with visa type: □ Check here if you still need to obtain your visa.  *Note: If hired, you will be required to submit proof of US citizenship or lawful alien status which permits you to work in the US.* | | | | | | | | | |
| What work accommodations, if any, will you require to safely perform the essential functions of the job(s) for which you are applying? | | | | | | | | | |
| Have you ever been convicted of a criminal offense other than a minor traffic violation? □ yes □ no  **If yes, explain fully on a separate sheet, including month, year, city, county, state and offense on record**. All new hires will undergo a criminal background check and fingerprinting. | | | | | | | | | |
| Education | School Name, Location | | Dates Attended | Major/minor | | GPA | Degree | | |
| High School |  | |  |  | |  |  | | |
| College/University |  | |  |  | |  |  | | |
|  |  | |  |  | |  |  | | |
| Graduate School |  | |  |  | |  |  | | |
|  |  | |  |  | |  |  | | |

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| **Professional References:** Please provide, as references, contact information for three people you have known in a professional or educational capacity. | | | |
| Name | Phone Number | Email Address | Job title/Relationship |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

**GUSLA Staff Application- Continued**

**Northern Arizona University Disclosures**

Statement on Safety and Security: In compliance with the Campus Security Act, Northern Arizona University provides employees, and prospective employees on request, with an Annual Security Report on university-wide security and safety, including related policies, procedures, and crime statistics. A copy of this report may be obtained by writing or calling the NAU Police Department, P.O. Box 5602, Flagstaff, AZ, 86011, (928) 523-3611, or by visiting [http://ope.ed.gov/security.](http://ope.ed.gov/security)

In compliance with applicable state and federal laws and Arizona Board of Regents and Northern Arizona University policies, NAU shall not engage in discriminatory practices or harassment in any of its educational or employment policies, procedures, and practices on the basis of race, color, religion, sex, age, national origin, physical or mental disability, status as a Vietnam-era veteran, special disabled veteran, or veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized ("covered veterans"), or sexual orientation. This policy of nondiscrimination applies to all personnel and student actions to ensure equal access to employment and educational opportunities. Also, in conformance with applicable law and University policy, NAU undertakes affirmative action for underrepresented minorities, women, for persons with disabilities, and for covered veterans.

**If you are applying for a Team Leader Position:** Students will have the opportunity to sign up for Daily “Electives” - recreational activities facilitated by Team Leaders. The Daily Electives menu will be created, in part, based on the talents and expertise Team Leaders bring to the program (e.g. basketball, guitar, poetry/creative writing, photography, board games, jogging, etc.). What talent or expertise might you bring to the GUSLA Electives?

**You must sign all three lines below to be considered for a position with GUSLA.**

NAU requires all staff of the GEAR UP Summer Leader Academy to undergo a background check, which includes fingerprinting. NAU does not accept the Arizona Fingerprint Clearance card. Northern Arizona University is hereby authorized to make an investigation of my employment, academic, and criminal records. I authorize you to contact my present employer. I understand a background check and a fingerprint card on file with the state of Arizona DPS is mandatory prior to being hired.

**Applicant Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_**

I hereby certify that the facts set forth in the above employment application and any attached materials are true and complete to the best of my knowledge. I understand that if employed, omissions and/or falsified statements on this application may be considered sufficient cause for dismissal.

**Applicant Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_**

I give permission to be videotaped, photographed, and interviewed for broadcast or publication, and/or have a sample of my work broadcast or published. I understand that GUSLA will exercise discretion regarding media contact.

**Applicant Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_**



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**Short Response Questions- First-time GUSLA Applicants ONLY**

Please answer each of the following questions in 500 words or less. (You may attach pages, if desired)

1. Why do you want to work for the GEAR UP Summer Leadership Academy? What do you believe you will learn from the experience? What is something unique you have to offer the participants?

2. Very briefly describe your post-secondary experience as you might describe it in response to a high school student asking you “what is college like?”

3. How would your friends, colleagues, and/or supervisor describe you?

4. Describe your experience with facilitating group dialogues and discussions, including your approach, style, and challenges you have faced in the facilitation process?



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**Recommendation Cover Sheet- First-time GUSLA Applicants ONLY**

**Instructions for the applicant:** Fill in the ‘Applicant’ box below and give one copy of this sheet to each recommender. We require one letter of recommendation in order to consider your candidacy, although you may submit more. Please inform any references listed in your application, who you have not asked to write a letter, that we may contact them by phone.

|  |  |  |
| --- | --- | --- |
| **Applicant** | | |
| Last Name | First Name | Middle Initial |
| Position(s) sought | | |

|  |
| --- |
| **Recommender** |
| Name Phone # Email Address |
| Position/Title School or Company Name |
| How long and under what circumstances have you known the applicant? \_ \_\_years months |
| Do you have any reservations about the applicant’s suitability for working with children? If yes, please explain. |

**Instructions for the recommender:**

**Thank you** for assisting us with the GUSLA staff selection process by writing a letter of recommendation for the above-named applicant. Below we have listed a few important qualities we feel are necessary for employees working in our program. In your letter, please include information about whether or not the candidate has demonstrated these qualities to you.

**We are looking for candidates who are:**

**Well suited** to working with adolescents. Essential qualities are patience, a sense of humor, and an appreciation for the ways adolescents are different from adults.

**Responsible.** Because our program is residential, all employees must assume a somewhat parental responsibility for students. They must be sensitive and caring, while at the same time firm in setting limits. They must exercise good judgment and conduct themselves professionally at all times.

**Highly motivated**. Creativity, attentiveness, and adaptability are necessary in order to provide the best possible experience for students in the program.

**Flexible and able to work under pressure**. Our programs are intense and fast-paced, and there is not always a clear difference between being “on duty” and “off duty.” Staff members must be able to keep up with the demands of a rigorous residential schedule and be prepared to pitch in if an unexpected circumstance arises.

*Please fax, mail, or email this form along with your letter of recommendation.*

*Our fax number is (602) 776-4619. Email:* [*john.acedo@nau.edu*](mailto:john.acedo@nau.edu) *NAU GEAR UP, GUSLA, 15451 N. 28th Ave., Phoenix, AZ 85053*