

***Oklahoma Panhandle State University***  
***2011 Upward Bound Summer Employment***

**POSITIONS:** English Instructor  
Foreign Language Instructor  
Math Instructor (Pre Algebra through Calculus)  
Science Instructor  
History/Art Instructor  
Web Design Instructor  
Other Electives to be determined  
Resident Advisors

**FINAL FILING DATE:** "OPEN UNTIL FILLED"  
FIRST REVIEW: APRIL 22, 2011

**GENERAL REQUIREMENTS**

**All applicants should clearly demonstrate in their application materials,** experience with and commitment to underrepresented, ethnically diverse, and \*disadvantaged youth, as well as expertise relevant to the particular position for which they are applying. Applicants must also be able to work closely with the entire staff and be available for all program events, including mandatory staff orientation and training, staff meetings, facilitation of afternoon and/or evening activities and evening study sessions. Some personnel will periodically share responsibilities for transporting students to/from their Texas County communities in OPSU vehicles.

The specific requirements for each position are specified on the following pages. Applications must address the general requirements for all positions and the specific requirements listed for the particular position. For academic instructor positions, at least one reference must be able to comment specifically on the candidate's level of academic preparation and teaching skill in the content area.

***NOTE:** All positions and salary levels are contingent upon funding by the U.S. Department of Education. Salaries are set based on the experience of the individual.*

*\*" Disadvantaged" according the U.S. Department of Education, signifies an individual who meets low-income guidelines and who is a potential first generation college student. A "first generation" individual is a person whose parents have not earned a baccalaureate degree.*

**AVAILABLE POSITIONS**

2011 Summer Program Dates of Instruction are 06/06/11 – 07/08/11

**ENGLISH INSTRUCTOR:** Design and implement an English course that will acquaint students with rudimentary grammar, reading, and writing of the language with an emphasis placed on essay writing skills. Lessons should also be thematic in context to coincide with overall theme of program.

**FOREIGN LANGUAGE INSTRUCTOR:**

Design and implement a foreign language course that will acquaint students with the basics of the language. The language will be taught with an emphasis on the entire culture, foods and history. Languages that might be of particular interest are those generally encountered in the high school setting (e.g. French or Spanish); however, other languages may be considered.

**MATH INSTRUCTOR:**

Provide individualized instruction and group learning experiences to groups of students during the summer program. Possess ability to incorporate math test preparation actively into courses. Students will be placed in various classes according to their ability, from pre-algebra to calculus. Curriculum should focus on material related to the Oklahoma PASS Objectives and End of Instruction Exams. Creativity within the curriculum with projects and relating math to other core subjects is highly desirable.

**SCIENCE LAB INSTRUCTOR:**

Design and implement a theme-based course addressing main components of the biological, chemical, and physical sciences. Possess the ability to incorporate the scientific method of inquiry with laboratory research and writing; use of computer technology, and a final presentation; ability to incorporate science reasoning test preparation activities into courses.

**WEB DESIGN INSTRUCTOR:** Design and implement a Web Design course, implementing TRIO Quest and assisting in the creation of a web page for the Upward Bound program.

**Instructor Requirements:**

Bachelor's degree; thorough knowledge of subject, ability to communicate course content clearly and creatively; experience with creating an innovative curriculum. Minimum one year's teaching experience. All core classes will be taught on the OPSU campus (M-W or T-TH Schedule). Must attend summer Instructor Orientation on May 24 (schedule to follow).

**Instructor Salary Range:**

\$300 - \$450 per class section, including approximately 10 instructional classes and tutorials, mandatory orientation, advance planning and preparation time, to be agreed upon by director with each individual instructor.

**LEAD RESIDENT ADVISOR AND RESIDENT ADVISORS:**

Must live in the Residence Hall with the Upward Bound students to promote educational aspirations and performance; supervise students' free time; lead small groups, including planning and facilitating educational, cultural, and recreational events; serve as an instructional assistant for two classes throughout the summer program; maintain communication with academic staff regarding students' progress in classes; assume responsibility for one assigned aspect of the Residence Hall program; handle routine discipline problems; provide tutoring and advising to individuals and groups of students; assist in monitoring the Food and Nutrition Program; promote a community of mutual respect and trust. Perform other duties as assigned by Upward Bound staff and Lead Resident Advisor.

**Lead Resident Advisor & Resident Advisor Requirements:**

Must have completed 24 college semester units, have a solid academic record, excellent people skills, and experience supervising youth. Experience leading small groups and tutoring is desirable. Must attend **Mandatory Training for Resident Advisors, June 2 – 3, 2011**. Must **travel** with the program and **live in** provided OPSU facility with the students **June 6 – July 8, 2011**. **Must have valid driver's license, Class B license is desirable.**

**Lead Resident Advisor & Resident Advisor Salary Range:**

Students will be compensated at \$1,300 for the six weeks of June and July. Students will also receive full room and board for the weeks of the summer program. Work assignment includes: Sunday evening through Friday afternoon each week, including mandatory advance training and planning time. Most weekends will be free from Friday 5:00 pm through Monday 7:00 am. **Some staff may be requested to complete additional assignments for an additional stipend.**

**APPLICATION PROCEDURE**

Positions are open until filled. To be considered for a position the following materials must be submitted to the Upward Bound Office at Oklahoma Panhandle State University. If you are applying for more than one position, please submit a separate application packet for each position, being sure that your cover letter addresses the specific requirements for the position for which you are applying. Incomplete applications will not be considered.

- ◆ Upward Bound Employment Application
- ◆ Cover Letter
- ◆ Resume
- ◆ Transcripts of College Education (for resident advisors only)
- ◆ List of References

**Application materials can be obtained by calling or writing:**

**Teri Mora  
Upward Bound  
Oklahoma Panhandle State University  
PO Box 430  
Goodwell, OK 73939  
Phone: (580) 349-1539  
Fax: (580) 349-1411  
Email: tmora@opsu.edu**

*If you are in need of special services due to a disability in order to apply or interview for this opening, please contact the Human Resource Office.*

*Oklahoma Panhandle State University is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, gender, age, marital status, disability, political affiliations, sexual orientation, or beliefs.*