2017 MONTANA APPRENTICESHIP PROGRAM
RESIDENT HALL ADVISOR POSITION

Application Deadline: March 22, 2017
Program Dates: June 12 - July 28, 2017

MONTANA STATE UNIVERSITY – BOZEMAN
EMPOWER PROGRAM, COLLEGE OF ENGINEERING
PO BOX 1763820 BOZEMAN, MT 59717-3820
(406) 994-5567

The Montana Apprenticeship Program (MAP) is a six-week, summer college preparatory and “STEM” (science, technology, engineering, math) immersion program for Montana students entering their junior or senior year of high school. MAP provides a pre-college experience, academic coursework, field trips, and other enrichment activities at MSU-Bozeman. The Empower Program is hiring individuals for the MAP Resident Hall Advisor Fellowship. The MAP Resident Hall Advisor will participate in MAP by supervising high school student participants in the evenings and on weekends for the entire six-week program.

DUTIES AND DESCRIPTION:
1. Participate in the entire MAP program at MSU-Bozeman (June 12 – July 28, 2017).
2. Participate in required staff training and program preparations from 8:00am to 5:00pm the week prior to arrival of students (June 12-16).
3. Live in the dormitories with students during the 6-week program (June 18–July 28).
4. Supervise MAP students during the 6-week program from 4:00pm – 9:00am.
5. Help coordinate nightly activities for MAP students during the 6-week program.
6. Supervise MAP students 24 hours per day during weekends, including: field trips, meals, transportation, activities, overall safety, etc. (5 full weekends in total.)
7. Drive MSU vehicle with students on weekend trips and all field trip activities.

ELIGIBILITY:
Required Qualifications:
1. Demonstrated experience supervising and/or mentoring high school students (i.e., prior experience as a camp counselor, youth mentor, teacher, coach, etc.)
2. Valid driver’s license and clean driving record

Preferred Qualifications:
1. Demonstrated, progressive experience mentoring, and/or supervising underrepresented minority students and/or high school students who are first in their families to attend college
2. Familiarity with Montana Indian tribes
3. Bachelor’s degree
4. Current certification in Basic First Aid/CPR
5. Experience leading/guiding high school students in outdoor activities (hiking, camping, etc.)

SUPPORT: The MAP Residential Hall Advisor Fellowship award will be a salaried employer-employee relationship with MSU-Bozeman at a payment of $2,000 for the full period of June 12 to July 28, 2017. The salary will be paid in two payments on MSU-Bozeman’s regularly scheduled payroll dates of July 11 and August 11, 2017. Housing in MSU dormitory and ALL meals will also be provided. (Continued on pg. 2)
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The MAP RA’s are generally not on duty from 9am to 4pm, Monday – Friday, but may be required to assist with occasional tasks, as needed.

APPLICATION: Interested applicants should submit: 1) a letter of interest which addresses each required and preferred qualification; 2) current resume; 3) three professional references, with the names, titles, addresses, and phone/emails for each referee.

Please submit completed application to:  
Montana Apprenticeship Program  
PO Box 1763820  
Montana State University  
Bozeman, MT 59717-3820

OR email PDF of application to amy.stix@montana.edu

DEADLINE: Application deadline is March 22, 2017. Questions about the application or MAP should be directed to MAP Director Amy Stix (406) 994-5567 or amy.stix@montana.edu

In accordance with MSU policy, hiring will be conditional upon successful completion of a pre-employment background and driver record check.