2018 MONTANA APPRENTICESHIP PROGRAM
RESIDENT HALL ADVISOR POSITION

Application Deadline: March 30, 2018
Program Dates: June 18 - July 21, 2018

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 four (4) week, summer college preparatory and “STEM” (science, technology, engineering, math) immersion program for Montana high school students entering their junior or senior year. 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 (R.A.) will participate in MAP by supervising high school student participants in the evenings and on weekends for the entire four-week program.

DUTIES AND DESCRIPTION:
1. Participate in the entire MAP program at MSU-Bozeman (June 18 – July 21, 2018).
2. Participate in required staff training and program preparations from approximately 9:00am to 5:00pm the week prior to arrival of students (June 18 - 22).
3. Live in MSU dormitory with students during the 4-week program (June 24–July 21).
4. Supervise MAP students during the 4-week program from 4:00pm – 10:00am.
5. Coordinate nightly recreational activities for MAP students during the 4-week program.
6. Supervise MAP students 24 hours per day during weekends, including: field trips, meals, transportation, activities, overall safety, etc. (Three (3) full weekends in total.)
7. Drive MSU vehicle with students on weekend trips and during field trip activities.

NOTE: The Resident Advisors are required to complete Basic First Aid and CPR trainings during the week of June 18-22, regardless of individual’s current certification status. MSU will provide the trainings.

ELIGIBILITY:

Required Qualifications:
1. Demonstrated experience supervising and/or mentoring high school students (i.e., prior experience as a camp counselor, R.A., 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. Experience leading and guiding high school students in outdoor activities (hiking, camping, etc.)

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SUPPORT: The MAP Resident Hall Advisor Fellowship award will be a salaried employer-employee relationship with MSU-Bozeman at a payment of $1,500 for the full period of June 18 to July 21, 2018. The salary will be paid in two payments on MSU-Bozeman’s regularly scheduled payroll dates of July 11 and August 11, 2018. Housing in MSU dormitory and ALL meals will also be provided.

NOTE: The Resident Hall Advisors are generally not on duty from 10am to 4pm, Monday – Friday, but may be required to assist with 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 30, 2018. 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.