

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 (MSU will provide training)
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.