Emerging Scholars

Program Advisor

Position Description

**What Is The Emerging Scholars Program?**

The Emerging Scholars Program is a Clemson University outreach program that specifically targets students from public high schools in three counties in the low country region of South Carolina. Designed to increase the number of students who attend and graduate from college, this three-year program begins in the summer after the students complete ninth grade and works with them until they graduate from high school and enter college.

During their first summer at Clemson, the students spend seven days here on campus. In addition to focusing on reading, writing and mathematics, the residential experience includes academic evaluations, physical challenge activities to enhance self-confidence, collaborative learning exercises and detailed orientation about the college experience. Contact with the students is maintained all year through correspondence, workshops, college trips and a series of school visits. The following summer, these students will return to campus, this time for two weeks, and we build on the learning from the past year. In their third summer before their senior year, they come back to Clemson for three weeks. This time is devoted to a realistic simulation of the first three weeks of college for a new freshman. The students are “enrolled” in 5 mini-courses – English, math, a social science, a laboratory science, and art which are taught by Clemson faculty. In addition to the daily classes, the students attend nightly activities, and learn about college life at Clemson.

**Required Qualifications:**

* Classified as a student at a university or college (preference given to upperclassman and graduate students) or a December 2017/Spring 2018 college graduate
* Be in good academic standing
* Be available to work from 5/30/18 until 7/28/18 (with scheduled breaks- see dates)
* Be willing to stay in the residence halls every night students are present (see dates)
* Be available most evenings on dates students are present (see dates)
* Experience working with youth
* A passion for working with high school students who need motivation and positive role models

**Preferred Qualifications:**

* An interest in working with low-income, first generation high school students
* Experience working with youth in a summer camp setting
* Emergency response experience on a college campus
* Experience leading a group or class
* Knowledge of team builders and other group activities

**Position Description:**

Emerging Scholars is an educational, fun, work-intensive experience that will prove both very rewarding and very demanding. You will greatly affect the lives of the participating students and will be held to standards that reflect this responsibility. It is our hope that through the Program Advisor position, students will consciously gain leadership and mentoring skills that will help them develop as leaders and expand their views of what it means to give back and help others find their way to college.

Among other duties as assigned, Program Advisors will be expected to:

* Attend and participate in all Program Advisor training sessions (see dates)
* Serve as a mentor to students
* Escort and participate in daily sessions students will attend
* Serve as a leader and active participant at ES activities
* Assist in the planning of student evening activities
* Assist students with their homework assignments and evening enrichment assignments
* Respond to emergencies that involve ES students or staff
* Supervise students when they are in the residence halls during the day and at night
* Lead and mentor a specific group of students with assistance from a co-leader

**A Typical Day:**

Daily responsibilities are broken up between two shifts: a morning shift and an afternoon. Even though every day will be a little different, a typical day will begin with the morning shift gathering all students for breakfast then escorting them to classes until lunch. All Program Advisors will meet for lunch with the students. The afternoon PAs will then take the students to their afternoon classes. Everyone will then meet again for dinner and evening activities will begin shortly after, usually around 7pm. There will be a duty system so there will be nights when you are required to be on campus and nights when you can have free time. Weekend activities vary but it is expected that staff be available to help with sessions and trips. Whether you are part of the morning shift or the evening shift will depend on your class schedule and your preferences. On nights when students are present, it is expected you sleep in the residence halls.

**Summer Classes:**

We do allow each staff member to take one summer course per session (this is **NOT** paid for by Emerging Scholars). However, this must be disclosed during your interview and will be taken into consideration when hiring decisions are made.

**Benefits:**

* Significant leadership experience
* Opportunity to develop professional and personal relationships with Clemson faculty, staff, and students
* Single room in the residence halls (valued at approx. $900)
* All meals while students are present (valued at approx. $700)
* $3000 stipend paid in installments throughout the summer

**Timeline for 2018:**

* February 12: Applications due
* March 5-March 9: PA interviews
* March 19: PA decisions emailed to applicants
* March 30: Deadline for applicants to accept or turn down offer
* May 8: Optional trip to the low country to meet students
* May 30: PA housing available
* May 31-June 5: PA Training 8am-5pm
* June 6-June 13: Sophomore students (Cohort Q) on campus
* June 8-June 10: Parent Awareness Weekend
* June 17-June 30: Junior students (Cohort P) on campus
* July 2-8: No students on campus (break)
* July 8- July 28: Senior students (Cohort O) on campus
* July 29: PA housing ends

**Deadline:**

All interested, qualified students should turn in this completed application, an unofficial transcript, an updated resume and two recommendations by **Monday, February 12th, 2018**. Recommendations can be sent in separately. Applications may be faxed to 800-654-4805, emailed to [jsingle@clemson.edu](mailto:jsingle@clemson.edu) or you may personally deliver them to the Emerging Scholars office located in the 300 Suite of Brackett Hall at Clemson University. If you prefer, you can mail materials to:

Emerging Scholars

300 Brackett Hall

Clemson, SC 29634-5404

All applicants who pass an initial application review will be contacted for an interview. Phone interviews will be conducted with applicants who are not located in the upstate. Second interviews will only be conducted if follow-up information is needed. Any questions should be sent to Jason Combs at [jsingle@clemson.edu](mailto:jsingle@clemson.edu). Thanks for your interest in the position!

Emerging Scholars

Program Advisor

Application

**Please complete all seven steps of the application process as outlined below.**

**1. Please neatly print the following information.**

First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( ) Undergrad or ( ) Graduate student Major:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Cumulative GPA: Citizenship: ( ) United States or ( ) Other (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Street)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(City) (State) (Zip Code)

College E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ College ID #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate E-mail Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been employed by Clemson University? ( ) Yes ( ) No If yes- where?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What college are you currently attending? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other than your current college, have you ever attended a different college? ( ) Yes ( ) No If yes- where?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you currently have a valid driver’s license? ( ) Yes ( ) No T-shirt size:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Polo size:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.** **Please list and briefly explain the following.**

1. Current Campus Activities and Leadership Positions:
2. Community/Campus Service Activities:

1. Related(Past or Present) Experiences Which Would Make You a Good Program Advisor:

**3.** **In 500 words or less, please type and attach your answer to the following questions:**

1. Why do you want to spend your summer helping first generation, low income high school students prepare for college? How does this position align with your goals and values?
2. Explain the importance of boundaries when working with youth specifically as a mentor? How would you go about setting boundaries if offered this position?

**In 300 words or less, please type and attach your answer to ONE of the following:**

1. If two students were in a verbal dispute with one another how would you diffuse the situation?
2. What is the meaning of teamwork to you? What role do you typically play in a team?

**4. Attach one unofficial copy of your current college transcript.**

**5. Attach one copy of a current resume.**

**6. Have three recommendation forms completed by a teacher, advisor, supervisor or mentor, preferably on a collegiate level.**

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. Read application agreement below, sign and date. Remember that all parts of the application must be received by the Emerging Scholars staff by Monday, February 12th at 4:30pm. You may fax or send in application materials using the following information:**

**Emerging Scholars**

**300 Brackett Hall**

**Clemson, SC 29634-5404**

**Fax: 800-654-4805**

**Phone: 864-656-0121**

**Important dates:**

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By signing this 2018 Emerging Scholars Program Advisor Application, I am verifying that I have read and understand the details of the Program Advisor position. I have read the position description and am available to work during the scheduled dates. All information that has been submitted on this application is a true representation of what I know as fact. Any changes win the information will be communicated to the Emerging Scholars Assistant Director immediately.

Signature of Applicant Date

Emerging Scholars

Program Advisor

Recommendation Form

**Instructions for candidate:** Complete the top portion of this form. Ask your reference to complete the form on your behalf and mail/fax to the Emerging Scholars office by **Monday, February 12th, 2018.**

Candidate’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I request that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ complete this form as a reference on my behalf for the Emerging Scholars Program Advisor position.

\_\_\_\_\_I have retained my right to access this reference. or \_\_\_\_\_I have waived my right to access this reference.

Candidate’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Instructions for reference:** The person named above is applying for a Program Advisor position with the Emerging Scholars Program and has listed you as a reference. The program seeks to employ only those students whose character, ethics, and professional competency promote the learning and well-being of high school students as future college graduates. In your appraisal of the applicant, please provide the following information completely and honestly. Feel free to contact the Emerging Scholars staff if you have more questions about the position.

Reference Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you known the candidate? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In what capacity do you know the candidate? (supervisor, professor, co-worker, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Program Advisors are expected to mentor, guide and serve as role models for rising high school sophomores, juniors and seniors throughout the Clemson University campus experience and once the student leaves Clemson’s campus. Therefore the emotional maturity of Peer Advisors is extremely important. On a scale of 1-5, with one being exceptionally immature and five being emotionally mature, how would you rate the applicant? Please circle your choice: 1 2 3 4 5

Explanation/Examples:

1. Program Advisors are expected to help the students with their daily homework assignments and enrichment activities during their time here on campus. On a scale of 1-5, with one being poor and five being excellent, how would you rate the ability of the applicant to provide academic guidance?

Please circle your choice: 1 2 3 4 5

Explanation/Examples:

1. Program Advisors are expected to be able to work with students both with supervision from the program Site Director and the Program Administrator. On a scale of 1-5 with one being poor and five being excellent, how would you rate the applicant’s ability to work under the supervision of others in terms of taking direction, completing assigned tasks, and producing quality results?

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Explanation/Examples:

1. Program Advisors are expected at times to work together to accompany students to class, design social activities, transport students on medical and personal errands, and provide group reports to the Site Director. On a scale of 1-5, with one being poor and five being excellent, how would you rate the applicant’s ability to work in groups? Please circle your choice: 1 2 3 4 5

Explanation/Examples:

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Explanation/Examples:

1. Program Advisors may at time be required to design or lead evening activities for students. This requires a measure of leadership ability. On a scale of 1-5 with one being poor and five being excellent, how would you rate the leadership capacity or if the applicant has not had leadership experience, the leadership capacity of the applicant?

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Program Advisor

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Explanation/Examples:

1. Program Advisors are expected to be able to work with students both with supervision from the program Site Director and the Program Administrator. On a scale of 1-5 with one being poor and five being excellent, how would you rate the applicant’s ability to work under the supervision of others in terms of taking direction, completing assigned tasks, and producing quality results?

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Explanation/Examples:

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