**What Is The Emerging Scholars Program?**

Emerging Scholars

Program Advisor

Position Description

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 this first summer, the students spend seven days here on our 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, email 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 – after they have completed eleventh grade – 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. The courses are taught by Clemson faculty. In addition to the daily classes, the students attend nightly activities, and learn about college life at Clemson. As a program advisor, you will be leading small group discussions, assisting in the registration process, and sharing your own college experience and traditions with the students. 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.

**Required Qualifications:**

* Classified as a student at a university or college (preference given to upperclassman and graduate students) or a Spring 2012 college graduate
* Be in good academic standing
* Be available to work from 6/6/12 until 8/4/12 (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)
* Some type of experience working with youth
* A passion for working with high school students who need motivation and positive role models

**Preferred Qualifications:**

* Experience working with youth in a summer camp setting
* Emergency response experience on a college campus
* Experience leading a group or class
* An interest in working with low-income, first generation high school students
* Knowledge of team builders and other group activities
* Has a working cell phone that is able to be used for a limited amount of minutes for work purposes (number is not given to student participants)

**Job Responsibilities:**

* 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
* Keep in touch with the students via e-mail once they leave Clemson’s Campus

**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

**Typical Day:**

Even though every day will be a little different, a typical day in the program consists of eating breakfast, escorting students to and from their morning classes, eating lunch, escorting students to their afternoon classes, eating dinner and then evening activities. There will be two shifts that will be split between the staff. Depending on your class schedule and preferences you can work the morning or afternoon shift. All staff members are expected to be available for evening activities which generally begin 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. We do allow each staff member to take one summer course per session (not paid for by ES). However, this must be disclosed during your interview and will be taken into consideration when hiring decisions are made.

**Timeline for 2012:**

* March 16: Applications due
* March 26-March 30: PA interviews
* April 2: PA decisions emailed to applicants
* April 7: Deadline for applicants to accept or turn down offer
* May TBA: Optional trip to the low country to meet students
* June 5: PA housing available
* June 6-June 12: PA Training 9am-5pm
* June 13-June 21: Sophomore students (Cohort K) on campus
* June 22-June 23: No students on campus (break)
* June 24-July 14: Senior students (Cohort I) on campus
* July 15-21: No students on campus (break)
* July 22-Aug 4: Junior students (Cohort J) on campus
* Aug. 5: PA housing ends

**Deadline:**

All interested, qualified students should turn in this completed application, an unofficial transcript, an updated resume and two recommendations byFriday, March 16th, 2012. Recommendations can be sent in separately. Applications may be faxed to 864-656-3182, emailed to lange@clemson.edu or you may personally deliver them to the Office of Access and Equity in 110 Holtzendorff. If you prefer, you can mail materials to:

Emerging Scholars Program

Office of Access and Equity

110 Holtzendorff

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 Amber Lange at lange@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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Local Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**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 question:**

* Why do you want to spend your summer helping first generation, low income high school students prepare for college?

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

1. How do you balance your social life and academic responsibilities?
2. Briefly describe a challenging or stressful situation. How did you overcome or cope with the situation?
3. Reflect on your earliest college experience. Is there something that you would have done differently if you could relive that experience?

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

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

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

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. 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 Friday, March 16th at 4:30pm. You may fax or send in application materials using the following information:**

**Emerging Scholars Program**

**Office of access and equity**

**110 Holtzendorff**

**Clemson, SC 29634-5404**

**Fax: 864-656-3182**

**Phone: 864-656-1301**

**Important Dates:**

* March 16: Applications due
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* July 15-21: No students on campus (break)
* July 22-Aug. 4: Junior students (Cohort J) on campus
* Aug. 5: PA housing ends

By signing this 2012 Emerging Scholars Peer 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 Site 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 **Friday, March 16th, 2012**.

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 your rate the applicant’s ability to work under the supervision of others in terms of taking direction, completing assigned tasks, and producing quality results?

Please circle your choice: 1 2 3 4 5

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:

1. Program Advisors may at times be required to communicate with the students’ parents or guardians. Advisors may need to write or speak with parents or other persons regarding students. On a scale of 1-5, with one being poor and five being excellent, how would you rate the overall written and oral communication skills of the applicant?

Please circle your choice: 1 2 3 4 5

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?

Please circle your choice: 1 2 3 4 5

Explanation/Examples:

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**office of access and equity**

**110 Holtzendorf**

**Clemson, SC 29634-5404**

**Fax: 864-656-3182**

**Phone: 864-656-1301**

**Reference’s Verification and Signature**

By signing below, I am verifying that all information I have provided is to my knowledge, accurate. I also realize the Emerging Scholars program staff might contact me with further questions about the applicant.

Reference Signature Date

Emerging Scholars

Program Advisor

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