

Dear Friends and Colleagues,

The New Jersey Institute of Technology, Center for Pre-College Programs and **TRiO** programs requests your assistance in disseminating to potential summer staff candidates the attached application information about available summer positions.

Please post the enclosed flyer and distribute the application to any potential candidates. All applications and supporting documents must be received by **Monday, March 30, 2009**. Qualified applicants will be interviewed when a completed applications is received by the office..

Should anyone have any questions, please do not hesitate to contact us at 973.596.3580. Thank you in advance for your assistance.

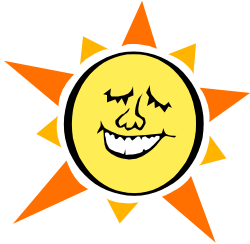
Sincerely,

*Selection Committee Staff*

Selection Committee Staff

# Summer Employment

## NEW JERSEY INSTITUTE OF TECHNOLOGY



TEACHING ASSISTANTS  
RESIDENT HALL DIRECTOR  
RESIDENT ASSISTANTS



Working with High School students in the

# UPWARD BOUND PROGRAM

### QUALIFICATIONS:

- College students with **minimum 2.5 GPA**
- Strong foundation in college level mathematics, science and computer programming
- Ability to work with diverse groups of individuals on the high school and pre-freshmen level
  - Prior tutoring (paid or volunteer) experience preferred

**DURATION:** 5 weeks - July 5, 2009 to August 7, 2009

### TEACHING ASSISTANT POSITION

**HOURS:** Monday – Friday • 8:00 AM TO 5:00 PM

### Live in POSITIONS:

- **RESIDENT ASSISTANT (8)** • **RESIDENCE HALL DIRECTOR (1)**

### TO APPLY:

**The following materials must be postmarked by Monday, March 30, 2009.**

- **Employment Application**
- **Official college transcript**
- **Cover letter**
- **(2) Letters of Recommendation**
- **Current Resume**

**A BACKGROUND CHECK IS REQUIRED BEFORE EMPLOYMENT IS FINALIZED**

### FOR ADDITIONAL INFORMATION CONTACT:

**CENTER FOR PRE-COLLEGE PROGRAMS**

**SELECTION COMMITTEE STAFF**

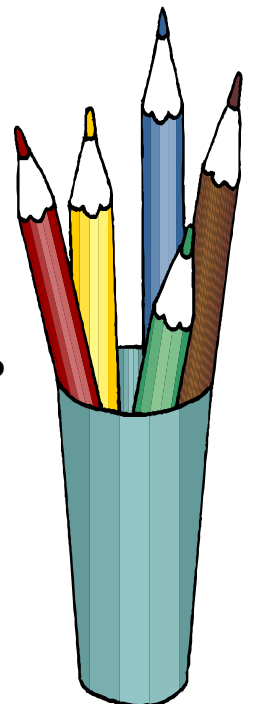
**UNIVERSITY HEIGHTS • CENTRAL AVENUE BUILDING**

**NEWARK, NEW JERSEY • 07102-1982**

**PHONE: (973) 596-6505/3580**



**NO FAXES PLEASE • ONLY ORIGINAL APPLICATIONS ACCEPTED**



## SUMMER EMPLOYMENT APPLICATION

### SECTION A: PERSONAL INFORMATION

PLEASE ATTACH A CURRENT RESUME:

NAME: \_\_\_\_\_  
(LAST) (FIRST) (MIDDLE)

SOCIAL SECURITY # \_\_\_\_/\_\_\_\_/\_\_\_\_ GENDER:  FEMALE  MALE

SCHOOL/MAILING ADDRESS: \_\_\_\_\_ Valid Until \_\_\_\_/\_\_\_\_/\_\_\_\_  
(NUMBER) (STREET)

\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

PHONE #: ( ) \_\_\_\_\_ School Email Address: \_\_\_\_\_  
(AREA CODE) NUMBER

HOME ADDRESS: \_\_\_\_\_  
(NUMBER) (STREET)

\_\_\_\_\_  
(CITY) (STATE) (ZIP CODE)

PHONE #: ( ) \_\_\_\_\_ Home Email Address: \_\_\_\_\_  
(AREA CODE) NUMBER

### SECTION B: ACADEMIC BACKGROUND: List chronologically each Post Secondary Institution(s) you have attended. (Official transcript(s) from each institution(s) must be submitted)

INSTITUTION (Name, city, state)	FROM/TO	MAJOR	DEGREE	GPA

### SECTION C: EMPLOYMENT EXPERIENCE: List chronologically each of your paid and/or unpaid employment experiences. (Resume must be attached)

EMPLOYER (Company/Institution, Name, city, state)	FROM/TO	POSITION	SUPERVISOR

### SECTION D: REFERENCES List the names, home and/or business addresses and telephone numbers of at least two (2) individuals, different from those who submit letters of recommendations, whom we may contact as references.

REFERENCE (Name, city, state)	PHONE	POSITION/TITLE	RELATIONSHIP

### SECTION E: POSITION SELECTION: Indicate which position you are applying for.

RESIDENCE HALL DIRECTOR  RESIDENT ASSISTANT  TEACHING ASSISTANT

NO FAXES PLEASE • ONLY ORIGINAL APPLICATIONS ACCEPTED