

# Summer 2009

## COUNSELOR/MENTORS



*Applications are available  
for one or both Academies!*

**ACADEMY DESCRIPTION:** The Junior High Washington Gateway Academy (**June 21—June 27, 2009**) is a pre-college intervention program designed to encourage early college planning and academic enrichment for children going into grade 8. The Academy offers simulated college classes and travel to the nation's capital, and historic points of interest in the Eastern Panhandle.

**POSITION DESCRIPTION:** Several live-in counselors will be hired. Counselors are responsible for co-directing (two counselors per group) daily activities for approximately 15 children; ensuring participation in all activities; providing 24-hour supervision; enforcing policies and rules; handling emergencies as needed; attending training orientation and follow-up evaluation meetings; and reporting to Counseling Coordinator and Gateway Director for other duties.

**SALARY AND DURATION OF EMPLOYMENT:**

Counselors will earn \$700 plus room and board. Counselors must be available to report on Tuesday evening **June 16, 2009** and be on duty through **June 27**. The Academy will be in session from June 21 through June 27, 2009.



**ACADEMY DESCRIPTION:** The HSTA Academy at Shepherd University (**July 26—July 31, 2009**) is a 9th—12th grade Math and Science Program which encourages aspirations, opens doors, and empowers minority and underrepresented students and rural communities.

**POSITION DESCRIPTION:** Several live-in counselors will be hired. Counselors are responsible for co-directing (two counselors per group) activities for approximately 15 children; ensuring participation in all activities; providing supervision; enforcing policies and rules; handling emergencies as needed; attending training orientation and follow-up evaluation meetings; and reporting to HSTA Director for other duties.

**SALARY AND DURATION OF EMPLOYMENT:** Compensation will be based on an hourly wage, counselors can expect to earn approximately \$700 plus room and board. Counselors must be available to report on Tuesday evening July 21, 2009 and be on duty through July 31.

**Qualifications:**

Experience in summer residential programs and counseling preferred. Must be able to accept the responsibility for 15 children and work with other counselors in managing a residential experience for 100 children. Must have excellent communication skills, citizenship, and leadership qualities. Seek applicants who are creative, enthusiastic, interested in children, excellent role models, caring, sensitive, self-motivated, mature, and self-confident.

**TO APPLY:**

Although there is no deadline for applications, interviews/selection will begin mid-March. Because positions are highly competitive, applicants are advised to apply early. Applications may be obtained at the Information Center, the Career Development Center or on [www.collegecentral.com/shepherd](http://www.collegecentral.com/shepherd)

**2009 SUMMER**  
**Shepherd University Application for Student Employment (page 2)**

Name _____ <small style="display: flex; justify-content: space-between; width: 100%;"><span>Last</span><span>First</span><span>Middle</span><span>Maiden</span></small>	Date _____
Present address _____ <small style="display: flex; justify-content: space-between; width: 100%;"><span>Number</span><span>Street</span><span>City</span><span>State</span><span>Zip</span></small>	
Permanent address _____ <small style="display: flex; justify-content: space-between; width: 100%;"><span>Number</span><span>Street</span><span>City</span><span>State</span><span>Zip</span></small>	
Present Telephone # _____ Permanent Telephone # _____	
Are you an International Student? Yes _____ No _____	
Are you at least 18 years of age? <input type="checkbox"/> No <input type="checkbox"/> Yes Social Security # _____ - _____ - _____	
Are you eligible for Federal Work Study funds? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Position applied for _____ <small>(List hiring department's name, position contact, job title, and job number per job listing)</small>	
How many hours can you work weekly? _____ Days/hours available to work Can you work nights? _____ No Pref _____ Thur _____ Can you work weekends? _____ Mon _____ Fri _____ Tue _____ Sat _____ Wed _____ Sun _____ When are you available to start work? _____	
Have you ever been employed by the University before? <input type="checkbox"/> No <input type="checkbox"/> Yes	
Are you legally eligible to be employed in the United States? <input type="checkbox"/> No <input type="checkbox"/> Yes (Proof will be required upon hire)	
Have you ever been convicted of a crime? <input type="checkbox"/> No <input type="checkbox"/> Yes <small>(If yes, on a separate sheet of paper detail how the conviction is or is not related to the job for which you are applying.)</small>	
List any academic honors, skills, courses, extra curricular activities, offices held, etc. which would make you more qualified to perform the duties of the position for which you are applying.	
List any jobs that you have held, duties performed, skills used or learned, advancements or promotions which would make you more qualified to perform the duties of the position for which you are applying.	

The information provided above is true and accurate. Signature \_\_\_\_\_ Date \_\_\_\_\_

**2009 SUMMER**  
**Shepherd University Application for Student Employment**  
 (To be completed on hire)

**Supervisor Certification of Employment**

I have selected \_\_\_\_\_ to be a student employee in my department during Summer 2009. I have conferred with the student about work requirements so that all expectations have been communicated at the time of hire. **I understand that the student cannot begin working and that employment offer is not finalized until I have been notified by the Student Employment Office (SEO) via e-mail that s/he is authorized to work for Shepherd University.**

Dept. Name \_\_\_\_\_, Banner ORG \_\_\_\_\_ Banner FUND \_\_\_\_\_ Acct # \_\_\_\_\_

Position to be Funded from (check one) \_\_\_\_\_ Federal Work Study (FWS) OR \_\_\_\_\_ My Departmental Budget (REG)

Dates of Employment Summer 2009 (Start/Stop) \_\_\_\_\_ Total Amount to be Earned Summer\$ \_\_\_\_\_

Student Employee Position Title and Job Number **Student** \_\_\_\_\_

Employed by department: 1<sup>st</sup> time, 2<sup>nd</sup> year, 3<sup>rd</sup> year, 4<sup>th</sup> year (circle one – See Student Employment Policy)

For Stipend Employee: Stipend Amount per pay period (2 per month) \$ \_\_\_\_\_ Number of Stipends to be paid \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Contact Designee \_\_\_\_\_ Supervisor/Contact e-mail address \_\_\_\_\_

**VPAA Authorization Required** (for Academic Affairs accounts) \_\_\_\_\_

**Employee Certification (READ CAREFULLY)**

I understand that this offer of employment is conditional on the final determination by the Student Employment Office (SEO) of my eligibility for Student Employment at Shepherd University, which includes the timely completion of the Federal Employment Eligibility Verification I-9 form. I have read the Student Employee Handbook and understand my rights and responsibilities as a Shepherd University Student Employee. I have been provided a written copy of the Shepherd University policy regarding the requirement to maintain a drug-free workplace as required by the Drug-Free Workplace Act of 1988. I agree to abide by the terms of the policy. I am aware that violation of this policy is cause for immediate dismissal. I understand, too, that under federal law and as a condition of employment, if I am convicted for violation of any criminal drug statute in the workplace, I must report said conviction to my supervisor and the SEO at 876-5381 no later than five (5) days after such conviction. Also, I understand that **I will be contacted by the SEO via my Shepherd University student e-mail account and agree to check this account regularly.** I accept this position and will to the best of my abilities perform the duties assigned.

Student's Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Student ID Number \_\_\_\_\_ Shepherd University e-mail address \_\_\_\_\_

**This Block for Student Employment Office Use Only**

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Name \_\_\_\_\_

Cost Center \_\_\_ X \_\_\_ FWS Award Amount Sum I \$ \_\_\_\_\_ FWS Award Amount Sum II \$ \_\_\_\_\_

Pay Rate \$ \_\_\_\_\_ Making SAP \_\_\_ Yes \_\_\_ No Banner Update \_\_\_\_\_

Hours Enrolled Summer I \_\_\_\_\_ EPICS Non-FICA# \_\_\_\_\_

Hours Enrolled Summer II \_\_\_\_\_ EPICS FICA# \_\_\_\_\_

Hours Enrolled Summer III \_\_\_\_\_ Date approved Summer I \_\_\_\_\_ Timesheet/Stipend Sent \_\_\_\_\_

Previous Student Employee \_\_\_ Yes \_\_\_ No Date Approved Summer II \_\_\_\_\_ I-9 \_\_\_ W-4 \_\_\_\_\_ State Tax \_\_\_\_\_

**JHWGA and/or HSTA at Shepherd University**  
**Application for Academy Counselor**

Please type or print

(page 3)

Name: \_\_\_\_\_

Cell: \_\_\_\_\_ Email: \_\_\_\_\_

(application must include email address)

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Overall G.P.A.: \_\_\_\_\_

Class rank for the upcoming fall semester: \_\_\_\_\_

I would like to be considered for a position with the Junior High Washington Gateway Academy (JHWGA) June 16 - 27, 2009 Yes

I would like to be considered for a position with the Health Sciences & Technology Academy (HSTA) July 21 - 31, 2009 Yes

I would like to be considered for a position as Lead Counselor Yes

(If more space is needed, attach additional sheets.)

Special talents, interests, and skills: \_\_\_\_\_

Describe previous experience working in a leadership role with young people: \_\_\_\_\_

List participation in community service projects: \_\_\_\_\_

Choose either a person or a book important to you and describe how your thinking and/or personal development was influenced by that person or book.: \_\_\_\_\_

List the names of three references. Include: (1) teacher or advisor; (2) supervisor; and (3) a personal reference (not a relative)

<b>1</b>	<b>Position:</b>	<b>Phone:</b>
<b>2</b>	<b>Position:</b>	<b>Phone:</b>
<b>3</b>	<b>Position:</b>	<b>Phone:</b>

Using the area below and the back of this application, state your reasons for applying for the position(s). Include your motivation, the characteristics and previous experience which qualify you, and what you expect to contribute to the position(s), as well as what you expect to gain. Please include a statement on what you consider to be the greatest challenge you would face as a Counselor with the Junior High Washington Gateway Academy and/or Health Science and Technology Academy.

**Shepherd University Is An Equal Opportunity Employer**

<p><b>Return Completed Application To:</b> <b>Washington Gateway Program/Career Development Center</b> <b>PO Box 5000</b> <b>Shepherd University</b> <b>Shepherdstown WV 25443</b> <b>(304)876-5204</b></p>
---

**Junior High Washington Gateway and/or HSTA at Shepherd University  
Counselor - Reference**

Applicant's Name: \_\_\_\_\_

College or University: \_\_\_\_\_

**Please check your evaluation of the applicant's qualities:**

1. As a role model for eighth grade middle/junior high students attending the Junior High Washington Gateway Academy, this individual is:

outstanding       good       average       poor       inappropriate

2. Rate applicant by checking the blanks below:

**Personal Qualities:**

\_\_\_\_\_ Is responsible and concerned for others  
\_\_\_\_\_ Responsible, lacks genuine concern  
\_\_\_\_\_ Concerned, but not responsible  
\_\_\_\_\_ Irresponsible and unconcerned  
\_\_\_\_\_ No opportunity to observe

**Performance:**

\_\_\_\_\_ Exceptionally dependable  
\_\_\_\_\_ Makes only minor mistakes  
\_\_\_\_\_ Average  
\_\_\_\_\_ Makes numerous and repeated errors  
\_\_\_\_\_ No opportunity to observe

**Analytical Ability:**

\_\_\_\_\_ Exceptional judgment  
\_\_\_\_\_ Clear thinker  
\_\_\_\_\_ Average analytical ability  
\_\_\_\_\_ No opportunity to observe

**Ability to Think Creatively:**

\_\_\_\_\_ Exceptionally creative and original  
\_\_\_\_\_ Adapts and uses new ideas readily  
\_\_\_\_\_ Responds to suggestions; average  
\_\_\_\_\_ No opportunity to observe

**Initiative and Industry:**

\_\_\_\_\_ Self-starter; creates own job  
\_\_\_\_\_ Works with little help and supervision  
\_\_\_\_\_ Average initiative, requires direction  
\_\_\_\_\_ Requires much urging; wastes time  
\_\_\_\_\_ No opportunity to observe

**Oral Expression:**

\_\_\_\_\_ Superior  
\_\_\_\_\_ Good  
\_\_\_\_\_ Average  
\_\_\_\_\_ Poor  
\_\_\_\_\_ No opportunity to observe

**Reaction to Criticism:**

\_\_\_\_\_ Invites criticism; strives to improve  
\_\_\_\_\_ Accepts correction; shows improvement  
\_\_\_\_\_ Avoids criticism; justifies mistakes  
\_\_\_\_\_ Resents criticism  
\_\_\_\_\_ No opportunity to observe

**Writing Ability:**

\_\_\_\_\_ Accurate, clear and concise  
\_\_\_\_\_ Above average writing skills  
\_\_\_\_\_ Average written expression  
\_\_\_\_\_ Poor writing ability  
\_\_\_\_\_ No opportunity to observe

3. \_\_\_\_\_ Very Highly Recommended      \_\_\_\_\_ Highly Recommended      \_\_\_\_\_ Recommended  
      \_\_\_\_\_ Recommended with Reservation      \_\_\_\_\_ Not Recommended

4. During how many months are/were you in frequent contact with the applicant? \_\_\_\_\_ Months

5. What is/was your relationship to the applicant?

Teacher: \_\_\_\_\_ (Please Specify)

Advisor: \_\_\_\_\_

Other: \_\_\_\_\_ (Please Specify)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Institution: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return the completed form to:**

Career Development Center  
PO Box 5000  
Shepherdstown, WV 25443  
Fax: 304-876-5071

**Additional Comments May Be Attached To This Reference Form**

**Junior High Washington Gateway and/or HSTA at Shepherd University  
Counselor - Reference**

Applicant's Name: \_\_\_\_\_

College or University: \_\_\_\_\_

**Please check your evaluation of the applicant's qualities:**

1. As a role model for eighth grade middle/junior high students attending the Junior High Washington Gateway Academy, this individual is:

outstanding       good       average       poor       inappropriate

2. Rate applicant by checking the blanks below:

**Personal Qualities:**

\_\_\_\_\_ Is responsible and concerned for others  
\_\_\_\_\_ Responsible, lacks genuine concern  
\_\_\_\_\_ Concerned, but not responsible  
\_\_\_\_\_ Irresponsible and unconcerned  
\_\_\_\_\_ No opportunity to observe

**Performance:**

\_\_\_\_\_ Exceptionally dependable  
\_\_\_\_\_ Makes only minor mistakes  
\_\_\_\_\_ Average  
\_\_\_\_\_ Makes numerous and repeated errors  
\_\_\_\_\_ No opportunity to observe

**Analytical Ability:**

\_\_\_\_\_ Exceptional judgment  
\_\_\_\_\_ Clear thinker  
\_\_\_\_\_ Average analytical ability  
\_\_\_\_\_ No opportunity to observe

**Ability to Think Creatively:**

\_\_\_\_\_ Exceptionally creative and original  
\_\_\_\_\_ Adapts and uses new ideas readily  
\_\_\_\_\_ Responds to suggestions; average  
\_\_\_\_\_ No opportunity to observe

**Initiative and Industry:**

\_\_\_\_\_ Self-starter; creates own job  
\_\_\_\_\_ Works with little help and supervision  
\_\_\_\_\_ Average initiative, requires direction  
\_\_\_\_\_ Requires much urging; wastes time  
\_\_\_\_\_ No opportunity to observe

**Oral Expression:**

\_\_\_\_\_ Superior  
\_\_\_\_\_ Good  
\_\_\_\_\_ Average  
\_\_\_\_\_ Poor  
\_\_\_\_\_ No opportunity to observe

**Reaction to Criticism:**

\_\_\_\_\_ Invites criticism; strives to improve  
\_\_\_\_\_ Accepts correction; shows improvement  
\_\_\_\_\_ Avoids criticism; justifies mistakes  
\_\_\_\_\_ Resents criticism  
\_\_\_\_\_ No opportunity to observe

**Writing Ability:**

\_\_\_\_\_ Accurate, clear and concise  
\_\_\_\_\_ Above average writing skills  
\_\_\_\_\_ Average written expression  
\_\_\_\_\_ Poor writing ability  
\_\_\_\_\_ No opportunity to observe

3. \_\_\_\_\_ Very Highly Recommended      \_\_\_\_\_ Highly Recommended      \_\_\_\_\_ Recommended  
\_\_\_\_\_ Recommended with Reservation      \_\_\_\_\_ Not Recommended

4. During how many months are/were you in frequent contact with the applicant? \_\_\_\_\_ Months

5. What is/was your relationship to the applicant?

Teacher: \_\_\_\_\_ (Please Specify)

Advisor: \_\_\_\_\_

Other: \_\_\_\_\_ (Please Specify)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Institution: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return the completed form to:**  
Career Development Center  
PO Box 5000  
Shepherdstown, WV 25443  
Fax: 304-876-5071

**Junior High Washington Gateway and/or HSTA at Shepherd University  
Counselor - Reference**

Applicant's Name: \_\_\_\_\_

College or University: \_\_\_\_\_

**Please check your evaluation of the applicant's qualities:**

1. As a role model for eighth grade middle/junior high students attending the Junior High Washington Gateway Academy, this individual is:

outstanding       good       average       poor       inappropriate

2. Rate applicant by checking the blanks below:

**Personal Qualities:**

\_\_\_\_\_ Is responsible and concerned for others  
\_\_\_\_\_ Responsible, lacks genuine concern  
\_\_\_\_\_ Concerned, but not responsible  
\_\_\_\_\_ Irresponsible and unconcerned  
\_\_\_\_\_ No opportunity to observe

**Performance:**

\_\_\_\_\_ Exceptionally dependable  
\_\_\_\_\_ Makes only minor mistakes  
\_\_\_\_\_ Average  
\_\_\_\_\_ Makes numerous and repeated errors  
\_\_\_\_\_ No opportunity to observe

**Analytical Ability:**

\_\_\_\_\_ Exceptional judgment  
\_\_\_\_\_ Clear thinker  
\_\_\_\_\_ Average analytical ability  
\_\_\_\_\_ No opportunity to observe

**Ability to Think Creatively:**

\_\_\_\_\_ Exceptionally creative and original  
\_\_\_\_\_ Adapts and uses new ideas readily  
\_\_\_\_\_ Responds to suggestions; average  
\_\_\_\_\_ No opportunity to observe

**Initiative and Industry:**

\_\_\_\_\_ Self-starter; creates own job  
\_\_\_\_\_ Works with little help and supervision  
\_\_\_\_\_ Average initiative, requires direction  
\_\_\_\_\_ Requires much urging; wastes time  
\_\_\_\_\_ No opportunity to observe

**Oral Expression:**

\_\_\_\_\_ Superior  
\_\_\_\_\_ Good  
\_\_\_\_\_ Average  
\_\_\_\_\_ Poor  
\_\_\_\_\_ No opportunity to observe

**Reaction to Criticism:**

\_\_\_\_\_ Invites criticism; strives to improve  
\_\_\_\_\_ Accepts correction; shows improvement  
\_\_\_\_\_ Avoids criticism; justifies mistakes  
\_\_\_\_\_ Resents criticism  
\_\_\_\_\_ No opportunity to observe

**Writing Ability:**

\_\_\_\_\_ Accurate, clear and concise  
\_\_\_\_\_ Above average writing skills  
\_\_\_\_\_ Average written expression  
\_\_\_\_\_ Poor writing ability  
\_\_\_\_\_ No opportunity to observe

3. \_\_\_\_\_ Very Highly Recommended      \_\_\_\_\_ Highly Recommended      \_\_\_\_\_ Recommended  
\_\_\_\_\_ Recommended with Reservation      \_\_\_\_\_ Not Recommended

4. During how many months are/were you in frequent contact with the applicant? \_\_\_\_\_ Months

5. What is/was your relationship to the applicant?

Teacher: \_\_\_\_\_ (Please Specify)

Advisor: \_\_\_\_\_

Other: \_\_\_\_\_ (Please Specify)

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Institution: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return the completed form to:**

Career Development Center  
PO Box 5000  
Shepherdstown, WV 25443  
Fax: 304-876-5071

**Additional Comments May Be Attached To This Reference Form**