PLEASE RETURN ALL COMPLETED APPLICATIONS TO:

Ms. Cathy McCoy, South Wing 610
Application Deadline:
Wednesday, March 20, 2013 by 12:00 Noon
GENERAL INFORMATION:

Please note: It is your responsibility to contact the Office of the Educational Opportunity Program should any of the general information listed below change during the application process.

Name: ___________________________________  Banner ID #: __________________________

Cell Phone #:____________________________  Home Phone #:___________________________

Local/Campus Address:______________________________

Permanent Home Address:____________________________

Email Address:____________________________________

Check position(s) you are interested in:

_____ Resident Director (2 Positions)  _____ Student Assistant (12-14 Positions)

ACADEMIC INFORMATION:

Cumulative GPA:______ (Minimum cumulative gpa 2.50, 3.00 preferred)

Major/Minor:______________________________  Total College Credits (completed to date):_____

Year: _____Freshman   _____Sophomore   _____Junior   _____Senior   _____Grad Student

EOP Student?  ____Yes  ____No  If yes, Counselor’s Name:____________________________

I understand that, if selected, I will be required to sign a contractual agreement to serve as a Summer Program Student Assistant/Resident Director with the Educational Opportunity Program. I also understand that, if selected, I must attend all mandatory training sessions, and all summer program activities. I cannot be enrolled in Summer Session C, Summer Session C online or Summer Session 2, or Summer Session 2 online. I cannot be involved in any other employment during the EOP Summer Program. I also understand that I must reside in the residence hall for the duration of the program with no other commitments. I understand that visitors and/or overnight guests will not be allowed in the residence hall – NO EXCEPTIONS. Failure to comply with the stated agreement will result in termination of employment.

Signature: ________________________________  Date: ____________________
**LEADERSHIP EXPERIENCE:**

Briefly describe any experience/involvement you’ve had with EOP and/or the EOP Summer Program (i.e., summer program student participant, summer program student assistant/orientation leader, etc.).

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Briefly describe any experience/involvement you’ve had with any College Orientation Program (include college/university and dates).

________________________________________________________________________

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________________________________________________________________________

Briefly describe any experience/involvement you’ve had in Residence Life (include college/university and dates).

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Briefly describe any experience working as: a helper, mentor, tutor, camp counselor, etc.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Please list any campus and/or community extracurricular activities in which you are now, or have been involved (i.e., campus organizations/clubs, volunteer work, etc.). Please include dates.

________________________________________________________________________

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Please describe why you want to be an EOP Student Assistant/Resident Director.

________________________________________________________________________

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SUMMER OBLIGATIONS:

Please list all obligations (family commitments, courses, employment, etc.) that you will have from July 21st – August 17th.

________________________________________________________________________

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IMPORTANT DATES & INFORMATION

► Applications must be submitted by 12:00 noon, Wednesday, March 20th to Ms. Cathy McCoy, EOP, South Wing 610

► If you are selected to participate in the interview process, you will be notified by April 2, 2013.

► If you are selected to be on the EOP Summer Staff, you must be available to work on the following dates without having any other commitments:

<table>
<thead>
<tr>
<th>Summer Program Information</th>
<th>Date</th>
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<tbody>
<tr>
<td>SA/RD Check-in (move into Neumann Hall)</td>
<td>Sunday, July 21st</td>
</tr>
<tr>
<td></td>
<td>RD’s arrive by 12:00 Noon</td>
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<tr>
<td></td>
<td>SA’s arrive by 2:00 p.m.</td>
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<tr>
<td>SA/RD Training, Planning &amp; Preparation Students Arrive/Check-In</td>
<td>Monday, July 22nd – Friday, July 26th</td>
</tr>
<tr>
<td>EOP Summer Program Dates</td>
<td>Saturday, July 27th</td>
</tr>
<tr>
<td></td>
<td>Saturday, July 27th – Saturday, August 17th</td>
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</tbody>
</table>

► If you are selected, you must stay until Saturday, August 17th to assist with final check-out and closing.

► In addition to the above dates, if you are hired, you will be required to attend a **MANDATORY GROUP MEETING** at the conclusion of the selection process in April.

► The compensation for full participation will be as follows:

<table>
<thead>
<tr>
<th>Role</th>
<th>Amount</th>
<th>Include</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Directors</td>
<td>$1,400.00</td>
<td>Plus Room &amp; Board</td>
</tr>
<tr>
<td>Student Assistants</td>
<td>$1,200.00</td>
<td>Plus Room &amp; Board</td>
</tr>
</tbody>
</table>
CHECKLIST

☐ Application
☐ Audit-Mini Report from Degree Navigator
☐ Current resume
☐ Two reference letters

1. EOP Counselor Recommendation (Please use attached EOP Counselor Recommendation Form ONLY.)

2. Faculty/Staff Member Recommendation. (This recommendation should be from someone familiar with your abilities and character, including your ability to lead a group of freshmen and your level of responsibility and maturity.)

DO NOT SUBMIT LETTERS FROM OTHER STUDENTS INCLUDING RA’S

☐ You must have a minimum cumulative GPA of 2.50 to apply for and retain the position, (3.00 preferred). If applying to be an SA, you must have at least 15 credit hours already accumulated and be registered for and attending Fall 2013 classes at Buffalo State College.

☐ Program Proposal (Attached, you will find a sample program proposal. You must develop one program proposal of your own using the sample as a guide and submit your proposal along with the other required application materials).

Please sign and date verifying the items that you have supplied

____________________________________
Student Name (Please Print)

____________________________________
Student Signature  ________________________
Date

Applications, including all additional requirements mentioned above, must be submitted by 12:00 noon, Wednesday, March 20th to: Cathy McCoy, EOP, South Wing 610. To speed up the application process, all application materials must be submitted together. **NO EXCEPTIONS!**
POSITION REQUIREMENTS & EXPECTATIONS FOR SA’S

As an EOP SA, you will provide leadership, guidance and information about EOP and Buffalo State College to incoming freshmen. The responsibilities of an EOP SA include (but are not limited to):

- Being available for all summer program training sessions (July 21st – July 26th)
- Residing in the designated residence hall for the duration of the summer program (July 27th – August 17th)
- Leading a student group of approximately 25 students
- Assisting EOP Counselors during the summer program process
- Leading student group discussions pertaining to EOP and Buffalo State College
- Highlighting various aspects of campus life
- Providing information and monitoring students during workshops
- Assisting with check-in and check-out of the residence halls
- Compiling participant folders, lifting boxes, moving materials to various sites
- Accompanying students to all meals, (classes & tutoring the first day) and workshops/field trips, as required
- Assembling a group of students for meals, classes, workshops and field trips
- Maintaining curfew hours for yourself and students
- Enforcing all program policies and procedures
- Ensuring residents follow hall policies to maintain a safe and respectful environment.
- Attending daily staff meetings
- Coordinating and implementing programs (social, recreational and educational) designed to meet the needs of program participants.
- SA’s are expected to be respectful and have regard for all beliefs and religions.
- Remember, you represent EOP.
- Dress appropriately, as discussed during training to assure your role model status.
POSITION REQUIREMENTS & EXPECTATIONS FOR RD’S

The Resident Director will supervise approximately 12-14 EOP Student Assistants. The Student Assistants are responsible for assisting in the transition of up to 150 new EOP freshmen. Each SA is assigned a group of approximately 25 students, and the RD is responsible for supervising a smooth experience for each student. The RD is required to reside in the designated residence hall with the staff and students for the duration of the appointment, and maintain 24-hour residency. This position reports directly to the EOP Summer Program Coordinator.

A. Required Qualifications:

1. Supervisory experience
2. Upper class/Graduate status

B. Preferred Qualifications:

1. Experience with culturally diverse students
2. Experience with conflict resolution
3. Experience coordinating and supervising a group living environment
4. Experience as an RA or SA employee
5. Have effective oral/written communication/organizational skills
6. Must have high level of maturity, be self-disciplined and able to work on a team, as well as independently
7. Knowledge of the history and purpose of EOP
8. Familiarity with college residence hall policies and procedures
9. Valid Driver’s License

C. Job Responsibilities:

1. Implement goals, objectives, policies and procedures of the summer program as detailed by the Coordinator, and supervise undergraduate residence hall staff by establishing policies & procedures to create a wholesome living environment for students
2. Must share in providing support to EOP students in personal counseling, social and academic areas
3. Must reside in designated residence hall with students and Student Assistants and maintain discipline and congenial relations in the residence hall and all other areas of the program
4. Must schedule and attend all daily residential staff and EOP staff meetings
5. Must work with Student Assistants in planning and supervising a well-rounded cultural and recreational program, and participate in scheduled activities
6. Must establish routines for handling keys, use of games and recreational equipment, assure that the residence hall is kept clean and orderly, that fire prevention regulations are followed, and that residence hall furniture, fixtures and rooms are not abused
7. Manage minor health problems and medical emergencies
8. Perform other duties as assigned by EOP Summer Program Coordinator
9. Ensure that curfew hours are maintained by students and Student Assistants
SAMPLE PROGRAM PROPOSAL

►**Program Title**: ShamROCK and ROLL: Are you the Guitar Hero?

►**Program Date & Time**: Thursday, March 22, 2007 at 6:00 p.m.

►**Type of Program** *(Choose Only One)*:

- [ ] Social
- [x] Educational
- [ ] Recreational
- [ ] Multicultural
- [ ] Spiritual

►**How will you advertise this program to maximize attendance?**
This program will be advertised by use of written and oral promotions. Techniques including handbills and word-of-mouth will be employed.

►**Describe the activities that will take place and who will facilitate those activities.**
Serving as a preface to the fun, an informative orientation will be presented. Information shall include traits and/or traditions that are celebrated by people of Irish decent, particularly their love of music. Next, there will be a face-off to determine the Guitar Hero. There will be a considerable prize for the winner. Additionally, food emphasizing the spirits of St. Patrick’s Day will be served.

►**Describe the steps involved in planning and implementing this program.**
1. Advertise the event via written and oral promotions
2. Research the traditions and traits of St. Patty’s Day
3. Acquire video game console and accessories
4. Set-up equipment
5. Decorate accordingly

►**What materials will you need to implement this program?**
1. Advertising supplies (i.e. paper, printer, copier, tape)
2. Playstation 2
3. Guitar Hero and 2 controllers (guitars)
4. Holiday-specific tableware (i.e. spoons, plates, napkins)
5. Television
6. Holiday-specific decorations (i.e. tablecloths, balloons, centerpieces, etc.)

►**What, if any, of these materials can you get in donations?**
I will provide the Playstation 2, game and guitars

►**What, if any, campus resources will you use?**
Cardinal Village would supply the advertising supplies and television

►**What is your proposed budget for this program?**
The proposed budget for this program is $45.00
Educational Opportunity Program
COUNSELOR RECOMMENDATION
Student Assistant/Resident Director Position

Candidate Name (Please Print): ________________________  EOP Counselor: ________________________

How long have you known the candidate? __________

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<tr>
<th>Attributes</th>
<th>Exceptional</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Below Average</th>
<th>Unable to Comment</th>
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<tbody>
<tr>
<td>Communication Skills</td>
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<td>Friendliness &amp; Approachability</td>
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<td>Maturity (Judgment &amp; Decision-Making Skills)</td>
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<td>Role Model Potential</td>
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In the space provided, please respond to the questions below:

1. Please comment on the candidate’s ability to take on a leadership role amongst peers.

2. Based upon your knowledge of the candidate, please indicate your overall recommendation of this person as a candidate.
   - [ ] Highly Recommend
   - [ ] Recommend with Reservations
   - [ ] Recommend
   - [ ] Do NOT Recommend

3. Please comment on any other specific attributes that would make this student a successful SA or RD.

_________________________________
Print Name

_________________________________  ________________________
Signature                      Date

To Submit
Your time in completing this reference is appreciated. Candidates without completed references on file from their EOP Counselor (by the deadline) will not be considered in the selection process. Candidates are expected to submit all of their application materials together by 12:00 noon, Wednesday, March 20, 2013. You are encouraged to give your sealed, completed recommendation to your student applicant prior to the deadline.