

ULM PREP STAFF 2010

Job Summary

Being a part of this organization is one of the most prestigious honors that can be bestowed upon a student on the ULM campus. Please read the information below very carefully and feel free to contact me at 318-342-5435 or arobinson@ulm.edu if you have questions. We look forward to meeting you!

I. Job Description:

- Represent and promote ULM in a positive manner for the remainder of undergraduate career and as a ULM alumnus
- Enroll in and successfully complete 3-hour PREP course during Spring 2010 semester (Tuesdays and Thursdays, 2-3:15 p.m.)
- Attend all required events listed below in Section III
- Participate in 4 PREP sessions during the month of June and one session in August (additional sessions may be added as needed)
- Become familiar with Academic Affairs, Student Affairs, Financial Aid, and other areas of campus life that pertain to student needs
- Prepare signs, presentations, and other materials needed for PREP sessions
- Communicate with students prior to and after PREP regarding registration
- Conduct campus tours for students
- Serve as a resident assistant to students during PREP
- Secure funding for projects related to PREP
- Assist Parent Orientation Program (POP) Leaders as needed
- Assist with Transfer Orientation and International Student Orientation
- Other duties as assigned by PREP Coordinator or Director of Recruitment/Admissions

II. Qualifications for Students:

- Full-time status for Spring 2010 and Fall 2010 semesters (12 or more hours)
- 2.5 cumulative GPA and 2.5 GPA for the last semester completed
 - *Students must maintain a 2.5 cumulative and semester GPA throughout tenure as a PREP Staff member
- Students will be chosen based on leadership qualities expressed during the interview process and as evidenced by participation in campus activities and organizations
- Students will not be allowed to enroll in classes during the May Intersession or Summer terms.

III. Required Dates:

- PREP Retreat (overnight) Friday, November 6, 2009 at 5:30pm
- Enroll in 3-hour PREP course during Spring 2010 semester (Tues/Thurs, 2-3:15 pm)
- Pre-SROW Show March 9, 4:30—6:00 pm
- Southern Regional Orientation Workshop (SROW) March 12 - 14, 2010 in Louisville, KY
- Employment May 24 - August, 2010
- PREP Bootcamp week: May 24-28, 2010
- PREP Dates 2010: June 2/3, 9/10, 16/17, 23/24 (Other dates may be added as needed)
- August 2010: Late Registration and Week of Welcome Events (PREP Reunion, Move-in-Mania weekend)

IV. Benefits:

- \$1200 stipend
- Room and board for May 24-June 25, 2010
- PREP Staffers will also receive uniforms, SROW travel expenses, and other non-monetary benefits for services rendered.

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Application & Selection Process

Application and Selection Process:

- Applications will be available September 7—October 6 in the Office of Recruitment and Admissions, Sandel Hall and online at www.ulm.edu/prep.
- Application materials must be submitted **with an Arrow transcript or official transcript and personal photo by 5:00 p.m. Tuesday, October 6.**
- Participation in one group interview is required. All applicants must sign up for one group interview time in the Office of Recruitment and Admissions by **11:30 a.m. on Friday, October 9.**
- **Round 1** will begin with group interviews on Monday, October 12 and Tuesday, October 13 in the Media Room located on the 6th floor of the Library. Based on the group interview, applicants will be called and invited to Round 2.
- **Round 2** will consist of individual interviews on Wednesday, October 14. Interviews will be held in room 163 of the Student Center. Times will be determined once the applicant has been called back.
- **Selection of the 2010 PREP Staff will follow Round 2.** All applicants invited to Round 2 must pick up their individual letters notifying them of our decision. Letters will be available at the front desk of the Office of Recruitment and Admissions the day after Round 2 interviews.

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Application for Employment

Name _____
Last First Middle

CWID _____ Email _____

Permanent Address _____

School Address _____

Permanent Phone _____ School Phone _____ Cell _____

High School Attended _____ Class of _____

Current Classification _____ Expected Graduation _____

Major _____ Minor _____

Cumulative GPA _____ GPA Last Semester _____ (attach a current transcript)

T-shirt Size: S M L XL XXL Dress Shirt Size: S M L XL XXL

Transfer Student: ____ Yes ____ No If yes, from where? _____

Work Study: ____ Yes ____ No If yes, where? _____

Did you attend PREP when you were a freshman? ____ Yes ____ No

Could you participate in the mandatory PREP class during the Spring 2010 semester (Tues/Thurs 2-3:15)? ____ Yes ____ No

List the names, addresses, and phone numbers of three people who would be able to comment on your qualifications (References 1 and 2 must be from ULM faculty/staff and should reflect academic and extracurricular performance). Please include your relationship to the reference (e.g. professor, current employer, etc.)

1. _____
Name Phone
Address (ULM) Relationship
2. _____
Name Phone
Address (ULM) Relationship
3. _____
Name Phone
Address Relationship

Previous Employment:

Company City, State MM/YR – MM/YR

Company City, State MM/YR – MM/YR

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College Extracurricular Activities:

Activity	Years	Position(s) Held

College Honors:

Honor	Year(s)

What led you to apply to become a part of the PREP Staff?

What talents would you contribute to the PREP Staff?

What are your strengths?

What are your weaknesses?

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What aspects of the University would you most strongly promote when working with prospective students?

EMPLOYMENT AGREEMENT

I am applying for a position on the ULM PREP Staff. I hereby agree that if selected for PREP Staff, I will abide by all rules and regulations of the University of Louisiana Monroe, the Office of Recruitment and Admissions, and the PREP Staff organization. I agree to perform all duties assigned to me in a precise and expeditious manner.

Student's Signature

Date

AUTHORIZATION TO REVIEW STUDENT RECORDS

I hereby authorize the members of the ULM PREP Staff selection committee to review and discuss my grades and records of disciplinary standing that are maintained by the University of Louisiana Monroe.

Student's Signature

CWID

Date

Attach Picture Here

