

ULM PREP STAFF 2012

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 Seth Hall at 318-342-5435 or shall@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 2012 semester (Tuesdays and Thursdays, 2-3:15 p.m.)
- Attend all required events listed below in Section III
- Participate in 5 PREP sessions during the months of June/July 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 2012 and Fall 2012 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 New Staff meeting, December 1, 2011
- PREP Retreat (overnight) January 2012, (TBD)
- Enroll in 3-hour PREP course during Spring 2012 semester (Tues/Thurs, 2-3:15 pm)
- Pre-SROW Show March 8, 5:30—6:00 pm
- Southern Regional Orientation Workshop (SROW) March 9-11, 2012 in Charlotte, NC
- Employment May 28 - August, 2012
- PREP Bootcamp week: May 28-June 1, 2012 (TENTATIVE DATE)
- TENTATIVE PREP Dates 2012: June 6/7, 13/14, 20/21, 27/28, July 11/12 (Other dates may be added as needed)
- August 2012: Late Registration and Week of Welcome Events (PREP Reunion, Move-in-Mania weekend)

IV. Benefits:

- \$1200 stipend
- Room and board for May 28-June 28, 2012
- 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 October 18—November 10 in the Office of Recruitment and Admissions, Sandel Hall and online at www.ulm.edu/prep.
- Application materials must be submitted **with a Banner transcript or official transcript and personal photo by 5:00 p.m. Thursday, November 10.**
- 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, November 11.**
- **Round 1** will begin with group interviews on **Monday, November 14 and Tuesday, November 15** in the Student Center Room 161A. Based on the group interviews, applicants will be called and invited to Round 2.
- **Round 2** will consist of individual interviews on Wednesday, November 16. Interviews will be held in room 163 of the Student Center. Interview times will be determined once the applicant has been called back.
- **Selection of the 2012 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 for pick up at the front desk of the Office of Recruitment and Admissions the day after Round 2 interviews after 12:00 p.m.

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Application for Employment

Name _____
Last First Middle

CWID _____ Email _____

Permanent Address _____

School Address _____

Phone Number _____

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 2012 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

