The Office of Early Academic Outreach is looking for two qualified University of Arizona candidates (one male and one female) to serve as mentor and resident assistant for the 2018 Native American Science & Engineering Program (NASEP) residential stay at the University of Arizona. The primary function is to mentor the high school participants, provide supervision in the residence hall, support NASEP staff during program activities, and attend NASEP events during the week from June 10-16, 2018.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Resident Assistant</th>
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<tr>
<td>Application Deadline</td>
<td>May 1, 2018 with interviews conducted on May 3rd after 12pm and May 4th if needed.</td>
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<td>Rate of Pay</td>
<td>$500</td>
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<td>Days and Schedule to be Worked</td>
<td>Initial Training - TBA and Sunday, June 10, 2018-Saturday, June 16, 2018</td>
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<tr>
<td>Number of Hours Worked</td>
<td>50</td>
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| Documents Required to be Attached | 1. Resume  
2. Letter of Interest  
3. Availability for a ~30 minute interview on May 3rd taking place between 12pm-5pm (NASEP Staff will be at the Sunnyside Career Fair in the morning) or on May 4th between 9am-5pm |
| Position Summary | The Native American Science & Engineering Program is a free year-long program designed to provide Native American senior high school students with the necessary resources to enroll in college and pursue a career in a Science Technology Engineering & Mathematics (STEM) fields. Resident Assistants (RA) are responsible for supervising 24 NASEP participants for one night at the Biosphere and four nights in a residence hall. Additionally, resident assistants are responsible for attending NASEP events and create a welcoming and safe environment for participants. |
| Minimum Qualifications | • You must have spent at least one semester as a full-time college student at The University of Arizona.  
• You must be able to arrive on campus and fully participate in RA training  
• Through the selection process a successful candidate will demonstrate:  
  * Positive attitude  
  * Strong interpersonal skills  
  * Commitment to helping others  
  * High level of maturity and responsibility |
| Preferred Qualifications | • College Junior or higher  
• Have RA experience  
• Majoring in Science, Engineering, Technology, Mathematics, or related field  
• Experience working with Native American students and communities |
| Duties and Responsibilities | • Conduct rounds through the building to assure security, communicate with residents, and assure that compliance with Community Standards  
• Communicate with individuals and with groups  
• Facilitate an opening and closing wing meeting  
• Facilitate roommate meetings, if necessary  
• Complete administrative paperwork (e.g., Room Condition Reports, Check in/out paperwork, and incident reports)  
• Inventory student room conditions and complete associated paperwork  
• Respond to emergency situations that occur in the hall  
• Attend NASEP events and activities throughout the week.  
• Mentor students by sharing your college experience and answering questions about college  
• Provide program support to NASEP staff |
| To Apply | Submit documents to Carol Seanez at cseanez@email.arizona.edu by 11:59pm Tucson time on May 1st. Applications may also dropped off at the Office of Early Academic Outreach. See contact information below. Note the office closes at 5pm. |
| NASEP Website | nasep.arizona.edu |

The University of Arizona is an equal opportunity employer: We do not discriminate for reasons of race, ethnicity, gender, age, religion, conditions of disability

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