

**Vanderbilt Programs for Talented Youth
Residential Proctor Application for Employment Page 1 of 4**

Job Description & Qualifications: Residential proctors serve as counselors during Vanderbilt Summer Academy (VSA) and/or Weekend Academy at Vanderbilt University (WAVU). VSA and WAVU are specialty academic programs designed specifically for academically gifted middle and high school students. Proctors serve as mentors and guardians to a small group of 12-15 students. Proctors supervise students outside of class and will lead a variety of recreational, social and other extracurricular activities. The ideal candidate will be exceptionally mature, have experience working with teenagers and be flexible and fair-minded. Applicant must be in good standing with the University in order to be considered for employment. Proctors also take a role in the overall operations of Vanderbilt Summer Academy, including but not limited to:

- Supervising a proctor group of 12-15 students and ensuring their well-being
- Assisting with Check-in/Checkout including transport to/from airport
- Supervising/conversing with students during meal times
- Maintaining a safe, cordial, and supportive residential environment for students
- Planning and coordinating age-appropriate recreational activities for VSA/WAVU students
- Weekly desk/office shifts (VSA only)
- Other daily/weekly tasks as assigned

Because we expect Proctors to model appropriate behavior for students, we ask Proctors to refrain from the following. Engaging in any of these behaviors while employed by VSA/WAVU could constitute immediate dismissal:

- Possession/consumption/being under influence of alcoholic beverages on campus or in the presence of VSA students
- Possession, consumption, sale, distribution, or being under the influence of illegal drugs
- Stealing or Violence of any kind
- Maliciously breaking or damaging the property of others
- Possession of weapons
- Leaving the residence hall after student curfew or returning after curfew (excludes "off" days and medical emergencies)
- Sexually inappropriate behavior
- Smoking while around students
- Inappropriate language
- Having overnight visitors inside the residence hall

2012-13 Application Due Dates: **FALL WAVU – Oct 10, 2012***
 SPRING WAVU – February 1, 2013*
 VSA Only – February 15, 2013

***Applicants applying to WAVU Only: Submit p2 and complete section 1 of page 3. Submit contact information for two references; letters not required for WAVU only applications.**

Submit Applications:

By Campus Mail: Vanderbilt Programs for Talented Youth; Peabody #506. Hand-deliver: Room 301 Wyatt Center

Starting Compensation for Residential Proctors:

VSA: \$2600 salary for the summer + housing and most meals* (worth over \$2100)

*Meals are not provided during the midsummer break or during off-days between sessions. Breakfast/lunch only during training days. VSA 2012 will reside in Hank Ingram House. Proctors will each be assigned to a double room which they will occupy as a single. Proctors also have access to a communal kitchen.

WAVU: \$200 for the weekend, plus overnight accommodation and 4 meals.

2013 VSA Dates of Employment & Summer Timeline:

Dates of Employment: June 3 –July 27.

VSA Proctors must be available for the entire duration of the summer academy and may not take classes or hold any other jobs during employment with VSA. Summer Time Line:

- | | |
|--|---|
| June 3-7 Proctor Training | June 29-July 6 Midsummer Break |
| June 9-14 VSA Session I (rising 8 th Graders) | July 7-26 VSA Session II (rising 11th-12th) |
| June 16-28 VSA Session II (rising 9 th -10 th graders) | |

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Additional Materials:

Submit your **resume** and **two letters of reference** (use reference form available at pty.vanderbilt.edu) and pp. 2-4 of this application. All items must be received before application will be considered complete. Incomplete applications will not be reviewed. I am applying for a Residential Proctor position for (check all that apply):

VSA (Jun 3-Jul 27, 2013) Fall WAVU (Oct. 27-28, 2012) Spring WAVU (February 23-24, 2013)

Please print legibly in black ink or type. Include resume and two letters of recommendation with your application. You may apply for all programs with one application if you wish. We will interview for each program separately.

DUE DATES: Fall WAVU – **Oct. 10, 2012.** Spring WAVU – **FEB. 1, 2013.** VSA – **FEB. 15, 2013.**

Applicant Information

Name: _____ Date of Birth _____

Gender: Female Male Class Standing (12/13 School Year) Fresh. Soph Jr Sr Grad
(NOTE: Current Sophomores/Juniors preferred for VSA, but VU students of all levels welcome to apply.)

Expected Graduation Date (Month/Yr) _____ Major _____

Are you a Vanderbilt Student? Yes No If no, list institution _____

Have you had RA experience? Yes No If yes, which Hall/House _____

Do you possess a valid driver's license? Yes No

If yes, are you able to transport VSA/WAVU students on field trips/excursions in PTY vehicles? Yes No

Current/Campus Address

Street/Box # _____

City _____ State _____ Zip _____

Phone (cell) _____ Email Address _____

The above information is effective until: _____

Permanent Address

Street _____

City _____ State _____ Zip _____ Home Phone _____

References

Please provide two references. Choose persons who can attest to your potential as a residential proctor. Consider supervisors from current or past employment, instructors/professors, university staff, clergy, etc. List references below. Ask them to complete the **Proctor Reference Form** available at <http://pty.vanderbilt.edu>. Have them return their recommendation to you in a sealed envelope, which they have signed across the seal. Submit all application materials in one package. (WAVU only applicants just supply name/contact information.)

1. Name & Title _____
Email Address _____ Phone _____

2. Name & Title _____
Email Address _____ Phone _____

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Applicant Questionnaire (New Proctors: Complete Sections I, II and III only. Returning Proctors: Skip sections I & II and complete Section III and IV only.)

I. On a separate sheet, please provide short (50 words or less) answers to questions A-E.

- A. Why do you want to work as Residential Proctor?
- B. Have you ever worked with youth between the ages of 12-18 before? If yes, in what capacity (i.e. summer camp counselor, resident adviser, youth leader, etc.)?
- C. Describe any summer academic programs or summer camps you attended as a teenager. In what ways might those experiences benefit you in this job?
- D. VSA is a residential summer program for academically gifted teenagers. Creating a sense of community and camaraderie is the primary goal for the VSA/WAVU residential life program. List and describe what you would consider the top three characteristics of the ideal residential community.
- E. What does the term, “gifted” mean to you?

II. On a separate sheet, please answer the following. Limit each response to 150 words or less.

- A. What talents, abilities, or special skills do you possess which make you a desirable candidate for a residential proctor position?
- B. One of the primary duties of residential proctors is to foster a safe, supportive and fun residential community for students. Take some time to develop and describe three or more extra-curricular activities or events that you could lead by yourself or with a team. Be Creative! The most **common** responses include: a walk to centennial park/or nearby location, sport events/tournaments and board game/movie nights. What else can you come up with that might appeal to this age group?

III. Please indicate any experience you have in the areas listed below. (Check all that apply and supplement on additional sheet if necessary.)

SOFTWARE	SKILLS/ABILITIES	PERFORMANCE/TALENTS
<i>Filemaker</i>	<i>Print, Web Multimedia Design</i>	<i>Large event host and/or Emcee</i>
<i>Microsoft Office Suite</i>	<i>Word Press</i>	<i>Instruments-List</i>
<i>Desktop Publishing (list)</i>	<i>Photography</i>	<i>Drama/Dance</i>
<i>Social Media (list)</i>	<i>Audio/visual editing</i>	<i>Arts, clay, painting etc</i>
<i>I-Photo</i>	<i>Public Relations</i>	<i>Hobbies/ Crafts – List</i>
<i>Adobe Creative Suite</i>	<i>Marketing</i>	<i>Other: Tell us</i>

Additional details about any of the above: _____

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*IV. **Returning VSA Proctors Only:** On a separate sheet, please provide responses to each of the following. Limit each response to 150 words or less.*

- A. Why do you want to return to VSA for another summer?
- B. Describe your past VSA experience, discussing what skills you gained and what you learned about yourself as a result of your work with the program.
- C. A common concern with returning proctors is “burnout”. How can you be sure you will have the energy and stamina needed to be successful another summer?
- D. Evaluate your overall job performance, describing both your greatest challenges and successes while working as a proctor. Also, address any changes or improvements you’d make to your performance if employed again.

Application Certification

Please read, sign and date the following statement:

I _____ (initials) certify that all statements made by me on this application are truthful, accurate, and complete. I understand that if employed by Vanderbilt Summer Academy and/or Weekend Academy at Vanderbilt University, the period of employment is only for the dates indicated on this application. Future employments are not guaranteed. I also understand that the intentional submission of false or misleading statements constitutes cause for rejection of application and/or dismissal from the program.

Applicant Signature _____

Date _____

Vanderbilt University is an affirmative action, equal opportunity institution.

If I am hired by PTY I agree to the use of my name, image and likeness for promotional purposes related to the business of Programs for Talented Youth.

Signature _____

Date _____

Employment not dependent on Likeness release.