

Rowan University
The Educational Opportunity Fund/
Maximizing Academic Potential Program

Application for Pre-College Institute Employment

1. Please read and complete the attached application.
2. **Submit the following by February 28, 2017:**
 - a. **Completed application and recommendations (pg.4 & 5)**
 - b. **Copy of your current transcript**
 - c. **Copy of your signed Social Security Card & Photo I.D.**
 - d. **Complete the I9 and W4 forms.**
 - e. **Resume**
 - f. **Direct Deposit Form**
3. A minimum of two recommendations must be completed and submitted *if you have not previously worked the Pre-College Institute*. The recommendations are to be completed by a Rowan University faculty member, staff member or an administrator. Members of the EOF/MAP Office staff are not permitted to serve as a sponsor for your recommendations.
4. Interviews will begin in March 2017.
5. Dates of employment are from approximately Sunday, June 18, 2017 to Sunday, August 6, 2017.
6. If you are a financial aid recipient you must have a completed 2016-2017 FAFSA or Renewal Financial Aid Form with the Federal Processing Center.
7. Incomplete applications will not be considered.
8. Any violation of University policy, local, state or federal laws, while in the application process may result in disqualification. All disciplinary matters are reviewed by the Student Staff Standards Committee.
9. Peer Staff will only be permitted to take 1st session summer courses.

Please be advised that if any of the above documents are not included with your application, your application will be considered incomplete.

Maximizing Academic Potential Program

Mission

The mission of the EOF/MAP program is to provide access to a community of learners that embrace high academic standards and an appreciation of learning.

Through a holistic approach we will value each student's unique gifts and talents and provide an environment which embrace and celebrates diversity.

Consistent with the University mission, we will foster the intellectual, critical thinking and personal development of students which enables them to live as essential contributing members of a multi-cultural society.

History

The EOF program, created in 1968, is a state and university funded special admission program that provides financial assistance, academic, and personal support services to students who have the motivation and desire to attend college, but need additional academic and/or financial support to be successful as a Rowan University student. EOF students qualify for an EOF financial aid grant.

The MAP program is a Rowan University sponsored special admission program that provides academic and support services to talented students who need additional academic support to be successful as a Rowan University student. MAP students do not qualify for the EOF grant.

EOF and MAP students are required to participate in the Pre-College Institute (PCI) to be considered for admission to Rowan University.

The Pre-College Institute

Incoming EOF/MAP students attend an intensive six-week Pre-College Institute held on campus during the months of June through August. The Institute takes a structured approach to teaching students survival skills necessary to succeed in college.

Students participate in course work, structured study periods, group discussions and other activities that promote academic and personal success.

At the end of the Pre-College Institute, EOF/MAP staff evaluates the student's performance and determines their acceptance into the University for the fall.

Academic Year Program

The EOF/MAP program is designed to provide students with support to prepare them for the challenges they will face at Rowan University and beyond. Students meet with counselors on a monthly basis to discuss academic progress, career planning, personal growth and leadership. In addition to helping students in these areas, counselors work closely with students to encourage them to question, alter, inspect and challenge their experiences for the purpose of constructive self-actualization.

Rowan University
EOF/MAP
Pre-College Summer Institute
Peer Counselor Positions

Interpersonal	Responsible for assisting the professional counselor in a variety of related interpersonal skills workshops and ongoing seminars. Peer Counselors in this component will be expected to address large and small groups of students, mediate conflicts, and interact with administrators across the campus.
Programming	Responsible for general programming of the residence hall, developing creative engaging free time activities and provide residence hall security and complete basic reports.
Supplemental Instructors	Responsible for monitoring assigned classes, and assisting the classroom instructor. Provides individualized and group academic support, completes related reports. Monitors structured study and computer lab sessions.
Clerical	Maintains the PCI residence hall front office. Provides clerical support, completes reports, and assists in the general administrative duties in both the EOF/MAP Office and residence hall. Knowledge of Microsoft Office and Excel.
Qualifications	Must have a minimum cumulative grade point average of 2.50. If applying as a Supplemental Instructor you must have a 3.0 average in the subject area to be tutored.

******* Please Note*******

Peer Counselors are required to :

- Live in the PCI residential hall.
- Perform duties as needed, beyond the stated job description.
- Be free of all other extra curricular activities during the employment of the Pre- College Institute. Students are permitted to be enrolled in the **Summer 1 Session only**. **Peer Counselors** are not permitted to have internships, secondary employment, or any related activities during the Pre-College Institute employment.

Rowan University

The Educational Opportunity Fund/Maximizing Academic Potential Program Pre-College Institute Employment Application

Name: _____ Date _____

Email Address: _____ Phone: _____

Mailing Address: _____

Banner ID# _____ Shirt Size _____

2016-2017 FAFSA Completed: ___ Yes ___ No

Please indicate (✓) the position you are applying for (You may indicate more than one.)

Interpersonal Skills Programming Supplemental Instructor (S.I) Clerical

1. In a few sentences, recommend yourself for the position for which you are applying. Describe why you are interested in working for the program, what experience and background you bring to the program and why you should be selected as a candidate.

2. Are you willing to live on campus? _____

3. Have you worked for PCI in the past? If yes, when and what position _____

My signature below hereby acknowledges that all statements above are true to the best of my ability. I understand that if any information supplied is purposely false, I may be terminated from employment.

Signature of Applicant _____

Interview: _____ Comment _____

Rowan University
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 Recommendation for Pre-College Institute Employment

Applicant: Complete the top section of this form and submit form to your referee. Submit the completed recommendation form to the EOF/MAP Office by February 28th.

Name of Applicant: _____ Date: _____

Banner# _____ Position _____

Referee: Please complete the questions below regarding the applicant:

Name of Individual Completing Recommendation _____

1. Length of time you have known the applicant _____
2. In what capacity have you known the applicant? _____
3. Place a check in the column that represents your opinion of the applicant's characteristics.

	Superior	Good	Average	Below Average	Unable to Judge
Oral Communication					
Maturity related to age					
Motivation					
Self Reliance and independence					
Ability to work with others					
Tutoring Potential (Evaluate if appropriate)					
Peer Counseling potential (Evaluate if appropriate)					
Creative/Innovative talent					

Please explain your ratings and provide additional relevant information about this applicant. Feel free to use additional paper.

Print Name

Department

Signature

Extension

**Deliver or send via interoffice mail in a sealed envelope to:
 Carol Karavangelas, EOF/MAP (Savitz 345) by 2/28**

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