SAIL AMBASSADOR POSITION DESCRIPTION
Summer Academy to Inspire Learning (SAIL) Program

Hours: Mandatory Training:

Academic school year (8 months) / 10 - 15 hours/week
School Hours Monday-Thursday pending on your schedule

Hourly Wage: $11.00 per hour Work Study Preferred

Job Description: SAIL Ambassadors, consisting of UO college students, will represent the University of Oregon SAIL program in the Springfield school district in both high schools and middles schools, with the aim of assisting schools with 8th grade to 9th grade transition, increasing high school graduation rates and college preparatory activities furthering the increase of high school students going on to higher education and ultimately to the UO.

During the School Day

During the school hours the person hired will meet with identified students individually or in groups. They will:

• Provide mentoring
• Help to set goals
• Advocate for the students
• Track their progress throughout the week

Additionally, they will:

• Use this time to discuss participating students’ grades
• Help with missing assignments
• Discuss plans that will help the students find successful.
• Prepare students for high school transition including high school graduation requirements and possible high school options as well as campus visits.
• Engage students in college and career exploration activities; including but not limited to college campus visits, career research and academic requirements.
• Give classroom presentations
• Assist with college exploration field trips

After School Support

After school (from 3pm until 4pm) the person hired will assist in the afterschool program for identified students. They will:

• Help to teach students and provide examples of skills that students can use to assist them in being more successful in school.
• This time can also be used to provide tutoring, mentoring, and a calm and quiet place for students to complete work.
• Utilize SHS’s Tutoring Center as a place to find support.
Qualifications: Work well with high school students, be a team player – able to provide positive role modeling. Applicant must be detail-oriented, organized, and able to follow school and University rules. Reliable, punctual, and professional. Applicants must provide proof of enrollment in college.

Experience working with teenagers, outgoing, independent, and able to take initiative. Experience facilitating activities, flexible, and transitioning schedules. Calm under stress. Preference for students eligible for work study.

Expectations: 1) Background check 2) Timely and reliable

Application: Submit a resume and SAIL application. E-mail or drop off materials: SAIL Office/ 541-346-4668 sailstaff@uoregon.edu UO SAIL Office: Prince Lucien Campbell Hall, basement level, Room 4

Applications will be accepted until the positions are filled. Interviews and a criminal background check will be completed before hire.

SUMMER ACADEMY TO INSPIRE LEARNING (SAIL)
Division of Undergraduate Studies
5256 University of Oregon
Eugene, OR 97403-5256

Director E-mail: sailstaff@uoregon.edu
Phone: 541-346-4668
NAME: ________________________________ SEX: ____________ DOB: ______________
UO ID: ______________ EMAIL: __________________________ PHONE: ______________
AGE: ______ CURRENT YEAR IN SCHOOL: _______________
T-SHIRT SIZE (circle one):  S  M  L  XL  XXL
COLLEGE ATTENDING: _______________________ MAJOR/MINOR: ______________
HOW DID YOU HEAR ABOUT SAIL? _____________________________________________
ETHNIC BACKGROUND:  Alaska Native  American Indian  Asian
   White  Black / African American  Hispanic/ Latino  Other
REQUIRED AVAILABILITY: During school hours (8:30 AM – 4:00 PM)
DRIVERS LICENSE #________________________________ STATE: ___________________
PERSONAL REFERENCE: ______________________ PHONE: ___________________
EMPLOYER REFERENCE: ______________________ PHONE: ___________________
EMERGENCY CONTACT: ______________________ PHONE: ___________________
DO YOU SPEAK A SECOND LANGUAGE? IF SO WHAT? __________________________
DO YOU REQUIRE SPECIAL ACCOMMODATIONS? ________________________________

As a SAIL Ambassador, you will be working a lot with students ages 13-18. Do you have prior experience working with students around this age? If so, what is something you have learned from that experience that would make you a successful SAIL Ambassador?
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The SAIL Ambassador position requires that each person be a positive role model for students. How will you be a positive influence on students?
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______________________________________________________________________________
______________________________________________________________________________

What specific characteristics do you possess that will make a successful SAIL Ambassador?
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