**SAIL AMBASSADOR POSITION DESCRIPTION & APPLICATION 2019-20**

Summer Academy to Inspire Learning (SAIL) Program

**Hours:**  
*Academic school year (8 months) / 5-10 hours/week*

*School Hours Monday-Thursday pending on your schedule*

**Hourly Wage:**  
$11.25 per hour  *Work Study Preferred (not required)*

**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 in 8th grade to 9th grade transition, increasing high school graduation rates and higher education preparatory activities. Ultimately, our focus is to inspire students to pursue higher education and to provide them the knowledge, support and resources in order to make this a more achievable reality.

**During the School Day**

*During the school hours person hired will meet with assigned students individually and/or in groups. This session includes:*
- Provide student mentoring
- Help identify and develop goals
- Advocate for students
- Track student progress throughout the week, month, and year

**Additionally, Ambassadors will:**
- Use this time to discuss participating students’ grades
- Help with missing assignments
- Discuss plans that will help the students find success
- Prepare students for high school transition including high school graduation requirements and possible college 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 informational classroom presentations
- Assist with college exploration field trips
- Execute college preparatory work – FAFSA, college admission essays, scholarship opportunities etc.
After School Support

After school (from 3pm until 4pm) hired individuals will assist in after school programming for identified students. They will:

- Assist students in developing skills that can be transferred to classroom in order to increase their ability in accomplishing school related tasks – time management, organizational and communicative skills.
- This time can also be utilized to provide tutoring, mentoring, and a calm and quiet place for students to complete work.
- Resources and additional guidance provided by after school program director.

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 via email or in-person:
SAIL Office Phone Number: 541-346-4668
SAIL Program Manager: Alex Burgdorfer - aburgdo2@uoregon.edu
UO SAIL Office: Oregon Hall Room 108

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

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. Previously how have you been a positive influence on students and how do you plan to be a positive role model in this capacity?

What specific characteristics do you possess that will make a successful SAIL Ambassador?
Program Manager E-mail: aburgdo2@uoregon.edu (Alex Burgdorfer)
Phone: 541-346-8378
Office: Oregon Hall 108