



SAIL AMBASSADOR POSITION DESCRIPTION & APPLICATION 2019-20

Summer Academy to Inspire Learning (SAIL) Program

Hours:	<i>Academic school year (8 months) / 5-10 hours/week School Hours Monday-Thursday pending on your schedule</i>
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 middle schools, with the aim of assisting schools in 8 th grade to 9 th 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?



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?

SUMMER ACADEMY TO INSPIRE LEARNING (SAIL)
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