New Start
Summer Program
Student Employment Information Packet
Steps in the New Start Employment Process


Due Friday, March 11 at 5pm.

*After this time, the online system will be closed and late applications will not be accepted.*

The online application is a brief questionnaire regarding the positions you are interested in and basic demographic information.

**STEP 2:** Submit your supporting documents

All applicants are required to submit the following:

1. A cover letter
2. An updated résumé
3. A response to the email prompt included in this packet

Applicants may deliver hard copies of these documents to the ASA Summer Programs office in the Nugent building (lower level, room 7) or email all three documents (in one email as separate attachments) to newstart@email.arizona.edu. Supporting documents must be received by the ASA Summer Programs office no later than Monday, March 14 at 5pm. **If you need assistance with your résumé or cover letter, visit Career Services!**

**STEP 3:** Group Interview

Students who the coordinating team believes are qualified for the positions will be invited to a 30-minute interview. You will be asked to indicate your availability when completing the online process so please have an updated schedule ready. Once assigned a time, we may not be able to reschedule your time.

**Please Note:** Students who do not have a complete application, including the online application and all supporting documents, will not be invited to interview.

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### 2016 Student Employment Timeline

- **Application Becomes Available:** Monday, February 22, 2016
- **Application Deadline:** Friday, March 11, 5pm
- **Supporting Documents Due:** Monday, March 14, 5pm
- **Interview Invitations Go Out Via Email:** Wednesday, March 16 (Please Respond ASAP)
- **NS Employment Interviews:** Weeks of March 20 and March 27
- **Position Notifications:** Week of April 4
Mandatory Training & Employment Dates

New Start Summer Program Mandatory Training Dates

Overnight Staff Retreat: Thursday, May 26-Friday, May 27
On-Campus Training: Tuesday, May 31-Thursday, June 9
Program Dates: June 10-July 22
Student Welcome: Sunday, June 12

No absences permitted Monday-Friday during these dates. Some evening and weekend duties required.

A Note about Training

As a student, you most likely have many responsibilities including class, homework, student organizations, family obligations, vacations, etc. and sometimes even multiple jobs. In ASA, we understand how important it is for you to maintain a balance between these competing priorities, and so we make every attempt to inform you up front of the time commitment required for each of the positions in our office. New Start requires staff to attend mandatory training and regular staff meetings in order to serve on staff. Please understand that if you are offered a position, your offer is contingent on your ability to attend all mandatory retreats, trainings and staff meetings. Inability to do so may result in your employment offer being rescinded. If you suspect that you may have a conflict with training dates, please address these timing conflicts with the Director prior to accepting a position within our office.

Minimum Qualifications for All Positions

- Minimum cumulative GPA of 2.75
- Currently enrolled in a UA undergraduate program of study at least half-time. Must also be planning to enroll at least half-time during the Fall 2016 semester.
- Excellent communication skills
- Ability and willingness to relate to students from diverse backgrounds
- Basic knowledge of University of Arizona policies, procedures and resources
- Commitment to student success
- Ability to attend all retreats, trainings, and program dates.
- Students hired to work for the New Start Summer Program will not be permitted to hold other positions on-campus during the summer due to hourly work limits.
- Any student planning on taking a course during the summer (not recommended) must receive approval from Director prior to accepting an offer. After accepting your position, additional requests to take classes will not be accepted.
Email Intervention

Please read the following email and create an email response of 500 words or fewer, responding in email form to the student’s concerns.

From: Jamie Q. Wildcat
To: You
Date: June 23, 2016
Subject: HELP!

I wanted to ask you what I need to do to drop my classes and quit New Start. Things aren’t going so well for me in my math class and so far I am not sure that I am cut out for this whole college thing. Everyone else seems to be getting the hang of things and I still feel lost. I think it’s better if I just quit now. Let me know what I need to do.

Thanks

Jamie
Position Descriptions

The New Start Summer Program provides a six-week transition experience for incoming college freshmen. The New Start Summer Program hires about 18 Peer Advisors, 8 Resident Assistants, and 15 English, Math and Anthropology tutors for the summer. All positions are set at 30 hours/week.

Peer Advisor

Peer Advisors independently facilitate the discussion sections of EDL 297A: Topics in Leadership for a group of about 18 students focusing on topics such as time management, stress management, and communication skills. In addition to their daily discussion, Peer Advisors also hold 1:1 appointments with their assigned students, serve on program-wide event planning committees, and grade assignments.

Typical Day for PAs
9:00-10:00 am: Workshop Prep Time
10:00-10:45 am: PA Staff Meeting
11:00 am-12:15 pm (Mondays-Thursdays): EDL Discussion Section
11:00am - 1:30pm (Fridays Only): EDL Lecture
2:00pm (Fridays only): All-staff meeting
Committee Work & 1:1s (as scheduled)

Resident Assistant

Resident Assistants live on-campus in a university residence hall, helping ensure safety and providing social and educational programming for program participants. Resident Assistants are primarily responsible for planning wing and hall programs, performing duty rounds, serving as a resource for the students in their wing and managing health and safety concerns for on-campus students. In addition to their role within the hall, Resident Assistants also serve on program-wide event planning committees.

Typical Day for RAs
TBD: RA Staff Meeting
Afternoon: Hall Duties as Assigned
Evening: Wing Programs and Meetings (as scheduled)
Evening: When on duty, rounds at 7:00, 10:00 and 12:00 (and 2:00am on weekends)
4:30-6:00 Tuesdays & Thursday: Hall Programs
2:00pm (Fridays only): All-staff meeting

Tutor

Tutors play an essential role in promoting positive perceptions of tutoring among program participants through active partnerships with course instructors in the classroom, development and facilitation of topical workshops, facilitating study groups and staffing the New Start drop-in tutoring center offered through the Think Tank. Tutors also serve on one of the New Start committees.

Typical Day for Tutors
7:30-10:30am: Attend portion of Academic Course
11:00am-12:00pm (Tuesdays Only, subject to change): Instructional Team Meeting
1:00-5:00pm: Tutoring in Think Tank (Monday-Thursday as scheduled)
3:00-7:00 (Sundays Only): Tutoring in Rec Center (as scheduled)
1:00pm (Fridays only): Tutor Staff Meeting
2:00pm (Fridays only): All-staff meeting

Questions? Contact: Tom Murray: tam@email.arizona.edu or 621-5787