UCF | The Center for Initiatives in STEM

Summer 2019

Employment Application

Summer Institute @ UCF

Thank you for your interest in applying for employment with the Summer Institute at UCF for this upcoming Summer. SI@UCF—Competitive Programming is an academic summer camp offered through the College of Engineering and Computer Science which runs from **July 7th—19th, 2019**. Approximately 20-30 talented and gifted high school students come to UCF to gain experience in competitive programming. Below are descriptions of the positions that we have available. If you have any further questions about the application process, the program itself or these positions, please contact the Center for Initiatives in STEM at (407) 823-6230.

Applications are due by February 22, 2019 no later than 5pm in MSB 230 with formal interviews taking place a week or so after. ***Receipt of an application does not guarantee an interview.***

Qualifications:

Preferred applicants should be (but are not limited to) current College of Engineering and Computer Science students. Preference will be given to those who possess experience and/or interest in computer programming, computer science, information systems and information technology. Experience teaching either in an official role at UCF or at summer camp will also be helpful, but is not required. Applicants must be in good standing at the University of Central Florida and be able to pass a Florida Department of Children and Families Level II background screening.

Summer Institute Residential Assistants

The residential student assistants for this course will be responsible for all on-campus non-academic time supervision of the participants, including, but not limited to, overnights in UCF residence halls, breakfast and dinner and any after-course social programming. RAs will be residing in the community with the participants, serve as the initial contact person for any special situations that may occur and provide additional assistance on select off-campus activities as needed. Specific duties are listed below:

- **Evening Programming and Supervision**
  Assist in the planning, facilitation and debriefing of developmental activities for these students primarily during evening hours (approx. 5:00 – 11:00pm), including but not limited to: icebreakers, teamwork activities and social events. Assistants will also provide supervision during informal communal activities during this time.

- **Overnight and Morning Duties**
  Maintain direct supervision of students from the conclusion of daily educational activities (usually occurring around 5pm) until they begin again the next morning (approx. 9am). Student evening activities will be limited to their specific residence halls unless otherwise indicated (i.e. common areas and actual rooms) at the conclusion of after-dinner activities, with "lights-out" room checks (making sure students are in their dorm rooms) occurring at 11:00pm.

- **Miscellaneous Responsibilities**
  Be available for participant assistance during all specified time periods, and maintain availability by phone 24/7 in case of emergencies. Serve as the initial contact person for any special situations as they occur (including emergencies), and notify appropriate authorities as well as the iSTEM Camp Coordinator sund Director during these instances. Be available on an as-needed basis for participant assistance during off-campus activities, if necessary. Assist in other duties as assigned.

Summer Institute @ UCF

Full Name (Last, First, Middle): _____ UCFID #: _____

Local Address: _____

City: _____ State: _____ Zip Code: _____

T-shirt size ❑ Small ❑ Medium ❑ Large ❑ X-Large ❑ XX-Large

Home Phone: (___)_____ Cell Phone: (___)_____

Knights E-mail Address: _____

What is the best method to contact you?

❑ Home Number ❑ Cell Number ❑ E-mail

Do you have experience working with students and/or minors? ❑ Yes ❑ No

If so, where, and in what context (i.e. tutor, camp counselor, teacher, coach, mentor, etc.)?

_____

_____

Do you have experience in computer programming/science/IT? ❑ Yes ❑ No

Do you have experience planning student activities? ❑ Yes ❑ No

Have you ever lived in UCF on-campus or affiliated housing? ❑ Yes ❑ No

If yes for any, briefly explain: _____

_____

What are your other summer obligations, if any?_____

_____

Are you, or have you ever been, employed at UCF in another office? ❑ Yes ❑ No

If so, in which office(s) and when? _____

Please list any additional formal or informal training and/or experience you believe qualifies you for this position: _____

_____

_____

_____

Section II: Care Provider Background Screening Clearinghouse Background Screening Request Form

You have applied for a position with a health care and/or service provider regulated by a specified agency in the Care Provider Background Screening Clearinghouse (Clearinghouse) that requires a fingerprint-based background check. As a health care and/or service provider regulated by a specified agency in the Clearinghouse we may conduct a search for an existing background screening result or submit a new background screening request through the Clearinghouse results website on your behalf.

In order to complete the search and/or background screening request we must collect the following information. This information is required by the Clearinghouse, the Florida Department of Law Enforcement, and the Federal Bureau of Investigation.

Please provide the following information:

Applicant Information

*First Name: _____

Middle Name: _____

*Last Name: _____

Aliases: _____

*SSN: _____

*Date of Birth: _____

*Place of Birth: _____

Demographics

*Sex: _____

*Race: _____

*Hair Color: _____

*Eye Color: _____

*Height: _____

*Weight: _____

Contact Information

*Address Line 1:
_____

Address Line 2:
_____

*City:
_____

*State: _____

*Zip:
_____

County:
_____

Prior States:
_____

Email:
_____

Phone: _____

*Denotes Required Fields

Please continue onto the next section.

Summer Institute @ UCF

Please indicate your academic standing as of the end of the current semester:

❑ Yr. 1   ❑ Yr. 2   ❑ Yr. 3   ❑ Yr. 4   ❑ Yr. 5+   ❑ Graduate Student

What is your major(s)? _____

What is your minor(s)? _____

Anticipated degree: _____

Scholastic honors: _____

_____

_____

List your extracurricular involvement: _____

_____

_____

What is your cumulative UCF GPA? _____

What is your cumulative Major GPA? _____

If you have any additional questions or concerns regarding your application, please contact:

iSTEM
MSB 230
STEM@ucf.edu

List any courses planned for Summer 2019 at UCF or elsewhere (with times, if available):

Course 1:_____

Course 2:_____

Additional Courses:_____

_____

END OF APPLICATION

Please attach a current __resume__ and to this application and return both to:
MSB 230A (Front Desk)
By __February 22nd__ by __5pm__