



SUMMER ASSISTANTS NEEDED



The Native Nations Institute (NNI) at the Udall Center for Studies in Public Policy is seeking to hire one (1) female and one (1) male Summer Assistant for its Native American Youth Governance Camp (NAYGC) and one (1) female and one (1) male Summer Assistant for its Native American Youth Entrepreneur Camp (NAYEC).

NAYGC is a two-and-half-day, residential program targeted for high school students to build an awareness of political development and policy. Employment begins Wednesday, June 17, 2009, and continues through June 26, 2009. NAYGC is scheduled for **June 23-25, 2009**.

NAYEC is a six-day, comprehensive residential program targeted for high school juniors and seniors to build an awareness of business and economic development. Employment begins Monday, July 13, 2009, and continues through July 28, 2009. NAYEC is scheduled for **July 19-24, 2009**.

Both camps will be held on the U of A Campus. Dormitory lodging and meals will be provided.

RESPONSIBILITIES:

- ❖ Provide in-residence supervision of program participants ranging from juniors, seniors, and 2009 high school graduates (16-19 years old) – *required to live in the residence hall and take your meals with the participants during the camps*
- ❖ Assist in the preparation, implementation, close-out, and evaluation of both camp activities (student and sponsorship recruitment/confirmation, material preparation/close-out, etc.).
- ❖ Supervise program participants to/from residence halls to class; lead classroom team building activities; assist program participants in the computer lab; and provide peer advisement to program participants as needed.
- ❖ Adhere to all posted work schedules, staff and clerical duties as assigned; maintain an on-call status throughout the duration of the camp; attend and participate in all team building activities, trainings, and staff meetings.
- ❖ Enforce the rules and regulations of the University, Office of Residence Life, and NAYGC and NAYEC; maintain a positive mental attitude throughout the program and present a positive image of UA and NNI to those participating in NNI youth camps.
- ❖ All other duties as assigned.

QUALIFICATIONS:

- ❖ Must be able to devote 12 hours/day to the camp during June 23-25, 2009, and/or July 19-24, 2009.
- ❖ Must possess a valid driver's license and successfully clear pre-employment screening/background check and fingerprint clearance with DPS (two-week minimum process).
- ❖ Must get HOV certification (NAYEC only) and CPR/First Aid certification (*all certification fees paid by NNI*).
- ❖ Must have completed at least 24 hours of college work at the time of application and be enrolled in fall 2009 courses.
- ❖ Must be enthusiastic and motivated; possess a commitment, interest, and understanding in establishing and maintaining a helping relationship with students on a daily basis.
- ❖ Maintain strong interpersonal, public relations, and oral communication skills.
- ❖ Possess the ability to handle high levels of stress and have a flexible work schedule.
- ❖ Experience working with multicultural populations, preferably Native American.

A standard UA job application is required for these positions. Applicants are welcome to apply for both camps. An application may be picked up at the Udall Center for Studies in Public Policy, 803 E. First Street, Tucson or you can email Carrie Stusse at cms1@email.arizona.edu. **Do not submit applications to Human Resources office. ALL COMPLETED APPLICATIONS MUST BE SUBMITTED TO THE UDALL CENTER with three references. SALARY RANGE: \$10 to \$12/hour, DOE HOURS: minimum of 12 hours/day or as scheduled**
CLOSING DATE: May 15, 2009 or until filled

FOR ADDITIONAL INFORMATION, CONTACT: Carrie Stusse, Administrative Associate, cms1@email.arizona.edu
Tel: (520) 626-0664 ❖ Fax: (520) 626-3664