

UT Math and Science Center

JOB DESCRIPTION: Summer Research Mentor

POSITION/TITLE: Part-time Summer Research Mentor

DATES: June 5 – June 9 Prep Week
June 12 – July 7 Mentoring

FUNCTION: To supervise and mentor high school students in a math or science research project; to provide hands-on learning experiences; increase students' understanding of the scientific research process; to manage students before, during, and after the assigned mentoring time; and to inspire students to excel in education and to achieve their goals of a postsecondary degree in a math or science field.

DESCRIPTION OF RESPONSIBILITIES:

1. To participate in all activities and staff meetings as determined by the Project Director.
2. To develop creative, untraditional, and hands-on research activities.
3. To assist students with written, visual, and oral presentations of their research project.
4. To manage a research group by beginning promptly, staying on task and completing the prepared lesson.
5. To document the progress of the students by keeping examples of work, attendance rosters, and consultation forms.
6. To complete and submit paperwork on time as outlined by the Project Director.
7. To perform any other program activities deemed necessary by the Project Director.
8. To display professionalism and appropriate behavior at all times.
9. To keep track of supplies and equipment provided to the instructor for use during the summer program.
10. To adhere to all Program and The University of Tennessee's policies and regulations.
11. To maintain a comfortable, caring, and supportive atmosphere for the students.
12. To serve as a mediator for students as necessary.
13. To take disciplinary action as necessary and as outlined by the Program Director and/or Associate Director/Counselor.
14. To advise and counsel students as necessary and appropriate.
15. To make appropriate referrals when deemed necessary.
16. To maintain open lines of communication with other Program staff members, students, and all University of Tennessee employees.
17. To maintain positive public relations with all students, parents, Program staff and also with all University of Tennessee employees.
18. To participate in an evaluation of the program services.

MINIMUM QUALIFICATIONS: Bachelor's degree with some experience in student instruction, scientific or mathematic research, and classroom management. Must demonstrate the ability to communicate and work effectively with high school students.

PREFERRED QUALIFICATIONS: Individuals with experience working on scientific and/ or mathematic research and with experience working in research teams. University graduate students and professors are encouraged to apply. Areas needed for the summer include but are not limited to animal science, computer science, engineering, chemistry, biology, environmental science, forensic science, & business/ marketing.



UT Math and Science Center Summer Mentoring Program

What is the UT Math and Science Center?

Come be a part of an academic program that truly makes a difference! Every year, the UT Math and Science Center (MSC) hosts 40 to 45 high school students from East Tennessee during the summer. These students are from low-income families and families where neither parent holds a bachelor's degree. Our students are both academically motivated and skilled in the areas of math and science. Our job is to help kindle that spirit and provide math and science experiences not offered in the traditional high school classroom environment.

What is the summer mentoring program?

Through our mentoring component, our students experience true college research. Mentors meet with their students three days a week during the program to help them conduct research in their areas of expertise. Students must complete a scientific poster, research paper, and oral presentation during the four week program.

Who are we looking for?

Mentors need to be interested in working with motivated high school students in the fields of math and science. At a minimum, mentors must hold a bachelor's degree, preferably in the field in which they will be mentoring. Priority will be given to UT professors and instructors in the STEM fields, although successful projects have incorporated business, marketing, psychology, and other relevant fields. Past mentors have included doctors, professors, graduate students, high school teachers, and other professionals. For their time, mentors receive a paid stipend as determined by the MSC office. Persons with backgrounds similar to our students are encouraged to apply.

How do you contact us?

For more information or to request an application, contact Leigh Ann Elkins, Project Director, at (865) 974-4466 or lacampbe@utk.edu. Applicants need to complete and submit a UT employment application, cover letter, and resume.

Materials may be mailed to: Leigh Ann Elkins
UT Math and Science Center
1914 Andy Holt Ave., 25 HPER Bldg.
Knoxville, TN 37996-2745

THE UNIVERSITY OF TENNESSEE
APPLICATION FOR EMPLOYMENT



Date of Application: _____

For HR Use Only

Applicant No. _____

Position number and title:

Please check all applicable options: Full-time Part-time Temporary Date available: _____

Name: _____
Last First Middle Initial

Social Security Number

Mailing Address: _____

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Primary Phone No.,
Including Area Code

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Alternate Phone No.,
Including Area Code

E Mail Address: _____

Other Contact: _____

()

Name

Phone Number, including Area Code

Address

To aid in our verification efforts, list any other names used while employed, e.g., maiden name, legal name changes, etc.: _____

Previous UT or State employee? Yes No If yes, please give dates and department/agency:

Previous Federal employee? Yes No If yes, please give dates and department/agency:

Relatives working for UT:

Name

Department

Relationship

Name

Department

Relationship

Please identify how you learned of this position and specify the source below:

- Newspaper
 Personal Referral
 Professional Journal
 Job Fair
 Job Line
 Vacancy List
 Internet
 Employment Security
 UT Employee
 Professional Meeting
 Other

Please specify source: _____

EDUCATION

Name and Location	From Month/Year	To Month/Year	Major/Degree	Did you graduate?
High School/GED:				
Vocational/Technical School:				
College/University:				
Postgraduate:				
Other:				

Honors: _____

Activities: _____

If applicable for the position applied for, note any current certificate, license (i.e. driver's license), and/or registration:	_____ _____	Expiration Date: _____ _____
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Skills: List any skills, training, or other qualifications that you feel are applicable to the position for which you have applied:

Typing WPM _____
 Dictation WPM _____

Specialized word processing or computer-related skills:

Other: _____

Employment: List present or most recent employment first. List all employment experience including military and volunteer service. Show employment history for the past ten years or from the time you left school (if employed less than ten years). You may attach supporting documents (resume, letters of reference, etc.). If you choose to attach a resume, you may use (See Resume) in the job title and duties section. This information will be used in reference checks necessary for further consideration. Failure to answer all items in the following section may eliminate you from further consideration. If necessary, please attach a supplement page for listing additional employment history.

EMPLOYMENT HISTORY

Employer	Telephone, including area code	
Address	Salary	
Job Title and Duties	Employed (month and year) FROM	TO
Name of Supervisor	Reason for Leaving	
May we contact: Yes ____ No ____		
Employer	Telephone, including area code	
Address	Salary	
Job Title and Duties	Employed (month and year) FROM	TO
Name of Supervisor	Reason for Leaving	
Employer	Telephone, including area code	
Address	Salary	
Job Title and Duties	Employed (month and year) FROM	TO
Name of Supervisor	Reason for Leaving	
Employer	Telephone, including area code	
Address	Salary	
Job Title and Duties	Employed (month and year) FROM	TO
Name of Supervisor	Reason for Leaving	
Employer	Telephone, including area code	
Address	Salary	
Job Title and Duties	Employed (month and year) FROM	TO
Name of Supervisor	Reason for Leaving	

References: List three individuals, other than relatives, whom we can contact. They should have knowledge of your work experience and/or education. (Former employers, supervisors, professors, colleagues, etc.)

Name	Mailing Address and Phone Number	Occupation	Association With You
1.			
2.			
3.			

CERTIFICATION OF APPLICANT

I certify that all answers to the questions in this application are true, and I further understand that any false statement and/or omission in this application and all other accompanying documentation will be sufficient grounds for rejection of the application or termination of employment. I authorize the University to make any and all necessary and appropriate investigations to verify the information contained herein, including criminal records and work experience checks. I also understand prior to employment, I must provide information related to identity and employability. Failure to provide appropriate documentation for verification of employment eligibility (I-9 form) shall result in immediate termination of employment and/or offer of employment.

Signature _____ **Date** _____

The University of Tennessee does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the University. The University does not discriminate on the basis of race, sex or disability in the education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990.

Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any other referenced policies should be directed to the Office of Equity and Diversity (OED), 1840 Melrose Avenue, Knoxville, TN 37996-3560, telephone (865) 974-2498 (*V/TTY available*) or 974-2440. Requests for accommodation of a disability should be directed to the ADA Coordinator, UT Human Resources, 600 Henley Street, Knoxville, TN 37996-4125.

APPOINTMENT INFORMATION

Name _____ PER # _____

Address _____

Home Phone _____ Cell Phone _____

Email Address _____ Social Security No. _____

Date of Birth _____ / _____ / _____ Sex M F

State of Birth _____ Citizenship _____

Highest Educational Level Attained _____

Are you currently employed by UT? Yes No

If yes, please give name of department, name of Payroll/Personnel contact person, and job title.

Job Title _____ Paid Monthly Biweekly

Contact Person _____

Have you been employed by UT before? Yes No

If yes, please give name of department and dates of employment _____

Are you on a fellowship? Yes No If yes, through what department?

Are you currently a student at UT? Yes No

Are you a student at another college/university? Yes No

If yes, where? _____

Are you currently employed by the State of Tennessee? Yes No

If yes, please give name of agency and department and date last employed _____
