Joaquin Bustoz
Math-Science Honors Program

Summer 2022
Job Information Presentation
The JBMSHP is a 6-week summer residential program for Arizona high school students who are typically underrepresented in the STEM fields.

Students are enrolled at ASU and take a math or computer science course for college credit at no cost to them.

JBMSHP will be held in person this year unless ASU decides to go online.
JBMSHP overview

Dates and courses

6-week session: May 30 – July 8, 2022

- MAT 117: College Algebra
- MAT 170: Pre-Calculus
- MAT 265: Calculus I for Engineers
- CSE 110: Principles of Programming with Java
### Student daily schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>8:00am</td>
<td>Tutoring office hours</td>
<td>5:00pm</td>
<td>Dinner</td>
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<tr>
<td>9:00am</td>
<td>Lecture, problem sessions</td>
<td>7:00pm</td>
<td>Academic success/college life presentations or social activities</td>
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<tr>
<td>11:30am</td>
<td>Lunch</td>
<td>9:00pm</td>
<td>Free time at residence hall</td>
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<tr>
<td>1:00pm</td>
<td>Problem sessions, group work</td>
<td>11:00pm</td>
<td>Curfew</td>
</tr>
<tr>
<td>3:00pm</td>
<td>Individual tutoring sessions</td>
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Job Description
Duties include but are not limited to:

- Tutor JBMSHP participants in topics ranging from College Algebra (MAT 117), Pre-Calculus (MAT 170), Calculus for Engineers (MAT 265) and Principles of Programming with Java (CSE 110).
- Meet with instructor daily to review class and student expectations.
- Supervise and communicate with math tutors to effectively support program participants.
- Monitor and manage classroom behavior.
- Assign individual tutoring sessions as required by students.
- Maintain class roster and grade sheets.
- Attend weekly meetings and student/program related ceremonies.
- Assist administrative staff in identifying and resolving student or staff issues and conflicts requiring discretion, diplomacy and confidentiality.
Job Description

Duties include but are not limited to:

• Plan and execute academic success presentations and social events.
• Supervise and communicate with success coaches to effectively support program participants.
• Create videos and presentations on topics ranging from transitioning to ASU and student life to ASU campus opportunities.
• Assist administrative staff in identifying and resolving student or staff issues and conflicts requiring discretion, diplomacy and confidentiality.
• Serve as role models and establish and maintain positive relationships with JBMSHP students individually and in groups to help them build ASU connections and online resources.
• Transport students to and from off campus activities.

Success Coach Supervisors are expected to reside at the residence hall during the summer program. Room and board will be provided.

Valid U.S. driver’s license required with a clean driving record.

Dates of employment: May 16 – July 12, 2022
Training: May 16 – 20, 2022
Hourly rate: $15.00 - 16.00/hour

Success Coach Supervisor

76283BR/ JBMSHP Summer Program
Residential Supervisor

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Tutor

Dates of employment: May 23 – July 12, 2022

Training: May 23 – 27, 2022

Hourly rate: $15.00-$15.50/hour; DOE

Job Description

Duties include but are not limited to:

- Tutor JBMSHP participants in topics ranging from College Algebra (MAT 117), Pre-Calculus (MAT 170), Calculus for Engineers (MAT 265) and Principles of Programming with Java (CSE 110).
- Monitor and manage classroom behavior.
- Attend weekly meetings student/program related ceremonies.
- Work both cooperatively and independently as required.
- Assist administrative staff in identifying and resolving student or staff issues and conflicts requiring discretion, diplomacy and confidentiality.
- Work with team of tutors and class supervisor to manage classroom and assist students with class material.
Success Coach

Dates of employment: May 23 – July 12, 2022

Training: May 23 – 27, 2022

Hourly rate: $14.00/hour

Success Coaches are expected to reside at the residence hall during the summer program.
Room and board will be provided.

Job Description

Duties include but are not limited to:

- Plan and execute academic success presentations and social events.
- Create videos and presentations on topics ranging from transitioning to ASU and student life to ASU campus opportunities.
- Assist in the development of resources and materials to support new students in their transition to the university.
- Serve as role models and establish and maintain positive relationships with JBMSHP students individually and in groups to help them build ASU connections and online resources.

Weekend Success Coach:

- Planning and executing off-campus activities for students
76280BR/ JBMSHP Summer Program Aide

Dates of employment: May 2 – July 15, 2022

Hourly rate: $15.00/hour

Valid U.S. driver’s license required with a clean driving record.

Job Description

Duties include but are not limited to:

- Assist program staff with student paperwork as well as tracking and documenting receipts.
- Performs office duties such as making copies and filing, runs campus errands utilizing golf cart.
- Arrange meals and classroom space for weekly staff meetings.
- Work both cooperatively and independently as required.
- Communicate with summer staff to effectively support program participants.
Schedules

Success coaches (40hrs/week)

**Supervisors**

**Success Coach Supervisors** (40hrs/week)

**Weekday Shift:**
Sunday – Thursday: 2:30pm – 11:30pm

**Weekend Shift:**
Tuesday: 5:00pm – 6:00pm
Friday - Sunday: 8:00am - 11:00pm

**Class Supervisor** (40hrs/week)

Monday, Wednesday, Thursday:
7:45am - 5:00pm
Tuesday: 7:45am - 6:00pm
Friday: 7:45am - 3:00pm

**Weekday Shift:**
Sunday – Thursday: 2:30pm – 11:30pm

**Weekend Shift:**
Tuesday: 5:00pm – 6:00pm
Friday - Sunday: 8:00am - 11:00pm

**Tutor** (40hrs/week)

Monday, Wednesday, Thursday:
7:45am - 5:00pm
Tuesday: 7:45am - 6:00pm
Friday: 7:45am - 3:00pm

**Program Aide** (40hrs/week)

Monday, Wednesday and Thursday:
8:00am - 5:00pm
Tuesday: 8:00am - 6:00pm
Friday: 8:00am - 4:00pm
Complete applications include:

1. Apply on the ASU Student Employment website (include resume, cover letter and three references): https://students.asu.edu/employment
   - JBMSHP Summer Program Class Supervisor - Req 76282BR
   - JBMSHP Summer Program Residential Supervisor - Req 76283BR
   - JBMSHP Summer Program Tutor - Req 76278BR
   - JBMSHP Summer Residential Program Staff - Req 76279BR
   - JBMSHP Summer Program Aide - Req 76280BR

2. Complete the JBMSHP employment questionnaire:
   https://forms.gle/LBNsjdVD1B5KcuNm7

3. Email ASU unofficial transcript to Ciera Duran at: crduran@asu.edu
March 4, 2022 Initial close date

Important:

• If your application is missing any of the 3 parts listed by the next close date, the application is incomplete and you will be declined.

• Rolling deadline is every 2 weeks after the initial close date.
JBMSHP timeline

March 09-11, 2022  We will email candidates for interviews

March 14, 2022  Candidate interviews start
  - Formal and group interviews
  - Math knowledge exam (for class supervisor and math tutor positions only)

End of March  Candidates informed of job offers

May 16, 2022  Training - supervisors

May 23, 2022  Training - all staff

May 31, 2022  JBMSHP summer program starts