

**Vanderbilt Programs for Talented Youth
VSA Proctor Application for Employment Page 1 of 5**

Job Description & Qualifications: VSA is an accelerated academic program designed specifically for academically gifted middle and high school students. Residential proctors for Vanderbilt Summer Academy (VSA) serve as counselors or residential advisors for students participating in the summer program. Proctors serve as mentors and guardians to a small group of 12-16 students. Proctors supervise students outside of class and lead a variety of recreational, social and other extracurricular activities. The ideal candidate will be exceptionally mature, have experience working with teenagers and be flexible and fair-minded. Applicant must be in good standing with the University in order to be considered for employment. Proctors also take a role in the overall operations of Vanderbilt Summer Academy, including but not limited to:

Supervising a proctor group of 12-16 students and ensuring their well-being; assisting with Check-in/Check-out including transport to/from airport; supervising/conversing with students during meal times; maintaining a safe, cordial, and supportive residential environment for students; planning and coordinating age-appropriate recreational activities for VSA students; and assisting with other administrative duties as assigned.

Because we expect Proctors to model appropriate behavior for students, we ask Proctors to refrain from behaviors and substances not be appropriate to this work environment. Engaging in any of these behaviors while employed by VSA could constitute immediate dismissal and ineligibility for rehire:

Possession/consumption/being under influence of alcoholic beverages on campus or in the presence of VSA students; possession, consumption, sale, distribution, or being under the influence of illegal drugs; and stealing or violence of any kind. Also prohibited include maliciously breaking or damaging the property of others; possession of weapons; leaving the residence hall after student curfew or returning after curfew (excludes "off" days and medical emergencies); sexually inappropriate behavior; smoking while around students; inappropriate language; and having overnight visitors inside the residence hall.

2015 - 2016 VSA Proctor Application Due Date:

February 1, 2016

Additional Materials: Submit pages 2-4 of this application, your **resume**, and **two letters of reference** (use reference form available at pty.vanderbilt.edu). All items must be received before application will be considered complete. Incomplete applications will not be reviewed.

Submit Applications: By Campus Mail: Vanderbilt Programs for Talented Youth; Peabody #506. Hand-deliver: Room 301 Wyatt Center

Starting Compensation for VSA Residential Proctors: a competitive salary, housing and most meals will be provided. Meals are not provided during the midsummer break or during off-days between sessions. Breakfast/lunch only during training days. VSA 2016 will reside in Hank Ingram House. Proctors will each be assigned to a double room, which they will occupy as a single. Proctors also have access to a communal kitchen & laundry facilities.

2016 VSA Dates of Employment: June 3 – July 31, 2016. VSA Proctors must be available for the entire duration of the summer academy and may not take classes or hold any other jobs during employment with VSA.

Vanderbilt Programs for Talented Youth * Peabody #506; 230 Appleton Place * Nashville TN 37203-5721
Phone: 615-322-8261 * Fax: 615-322-3457 * web: <http://pty.vanderbilt.edu> *
email: john.m.girdler@vanderbilt.edu

Vanderbilt Programs for Talented Youth
VSA Proctor Application for Employment Page 2 of 5

Applicant Information

Name: _____ Date of Birth _____

Gender: Female Male

Class Standing (Current School Year): Fresh. Soph Jr Sr Grad
(NOTE: VSA prefers current Sophomores/Juniors, but university students of all levels welcome to apply.)

GPA: _____ Expected Graduation Date (Month/Yr): _____ Major: _____

Are you a Vanderbilt Student? Yes No If no, list institution: _____

Have you had RA experience? Yes No If yes, which Hall/House: _____

Do you possess a valid driver's license? Yes No

If yes, are you able to transport VSA students on field trips/excursions in PTY vehicles? Yes No

Have you ever worked with youth between the ages of 12-18? Yes No.

If yes, where and in what capacity (e.g., Camp Blue Lake, counselor, three summers)?

Have you ever attended a summer academic program or summer camp as a teenager? Yes No.

If yes, where and for how long (e.g., VSA for two summers)?

Current/Campus Address Street/Box #

City _____ State _____ Zip _____

Phone (cell) _____ Email Address _____

The above information is effective until: _____

Permanent Address

Street _____

City _____ State _____ Zip _____ Home Phone _____

**Vanderbilt Programs for Talented Youth
VSA Proctor Application for Employment Page 3 of 5**

Applicant Questionnaire

New Proctors: Skip section IV but complete all others.

Returning Proctors: Skip sections I & II but complete Sections III and IV.

I. On a separate sheet, please provide your answers to questions A-C. Please limit each response to 100 words.

- A. What interests you about the position of Residential Proctor, and why are you a good fit?
- B. VSA is a residential summer program for academically gifted teenagers. Creating a sense of community and camaraderie is the primary goal for the VSA/WAVU residential life program. What do you believe to be the most important characteristic of the ideal residential community, and how would you support and implement it?
- C. What does the term, “gifted” mean to you?

II. On a separate sheet, please answer the following question. Limit your response to a maximum of 200 words.

One of the primary duties of residential proctors is to foster a safe, supportive and fun residential community for students. Take some time to develop and pitch an extra-curricular activity or event that you could lead by yourself or with a team. An activity could be for your group of residents (12-15 students), or you can suggest something for a larger number of students. Be Creative! We want an idea that’s all *you*, so be sure to tell us how you think this activity could positively impact the residential community.

**Vanderbilt Programs for Talented Youth
VSA Proctor Application for Employment Page 4 of 5**

III. Please indicate any experience you have in the areas listed below. (Check all that apply and supplement on additional sheet if necessary.)

<i>SOFTWARE</i>		<i>SKILLS/ABILITIES</i>		<i>PERFORMANCE/TALENTS</i>	
<i>FileMaker Pro</i>		<i>Print, Web Multimedia Design</i>		<i>Emceeing/DJ/PA announcing</i>	
<i>Microsoft Office Suite</i>		<i>Wordpress</i>		<i>Instruments (list)</i>	
<i>Desktop Publishing (list)</i>		<i>Photography</i>		<i>Drama/Dance</i>	
<i>Social Media (list)</i>		<i>Audio/visual editing</i>		<i>Arts, clay, painting etc</i>	
<i>iPhoto</i>		<i>Public Relations/Marketing</i>		<i>Hobbies/ Crafts (list)</i>	
<i>Adobe Creative Suite</i>		<i>Large event planning/coordination</i>		<i>Other: Tell us</i>	

Additional details about any of the above or others not listed:

IV. Returning VSA Proctors Only: *On a separate sheet, please provide responses to each of the following. Limit each response to 150-200 words.*

- A. Why do you want to return to VSA for another summer?
- B. Evaluate your overall job performance, describing both your greatest challenges and successes while working as a proctor. Also, address any changes or improvements you'd make to your performance if employed again.

**Vanderbilt Programs for Talented Youth
VSA Proctor Application for Employment Page 5 of 5**

References

Please provide two letters of recommendation through our **Proctor Reference Form**. Choose persons who can attest to your potential as a residential proctor. Consider supervisors from current or past employment, instructors/professors, university staff, clergy, etc. List the names of your references below.

Ask them to complete the **Proctor Reference Form** available at <http://pty.vanderbilt.edu> (hover over the *Contact Us* tab, *Employment, For VU Faculty, Staff, or Students*, and select *Proctor*). Have them return their recommendation to you in a sealed envelope, which they have signed across the seal. Submit all application materials in one package. For reference forms, recommenders may also email their completed form to john.m.girdler@vanderbilt.edu with the name of applicant in the subject line.

1. Name & Title

Email _____ Phone _____

2. Name & Title

Email _____ Phone _____

Application Certification

Please read, sign and date the following statement: I _____ (initials) certify that all statements made by me on this application are truthful, accurate, and complete. I understand that if employed by Vanderbilt Summer Academy and/or Weekend Academy at Vanderbilt University, the period of employment is only for the dates indicated on this application. Future employments are not guaranteed. I also understand that the intentional submission of false or misleading statements constitutes cause for rejection of application and/or dismissal from the program.

Applicant Signature _____ Date _____

Vanderbilt University is an affirmative action, equal opportunity institution.

If I am hired by PTY I agree to the use of my name, image and likeness for promotional purposes related to the business of Programs for Talented Youth.

Signature _____ Date _____

Employment not dependent on Likeness release.