

UNIVERSITY OF NORTHERN COLORADO
Division of Special Education
Center for the Education and Study of Gifted, Talented, Creative Learners

SUMMER ENRICHMENT PROGRAM

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APPLICATION FOR THE POSITION OF COORDINATOR

UNC is an affirmative action/equal opportunity employer

POSITION DESCRIPTION: Coordinators will assist the SEP in development and implementation of the program for gifted and talented youth ages 4-18. Duties will include, but are not limited to, supervision, problem-solving, problem-monitoring. Positions include, but are not limited to, Daytime Coordinators, Nighttime Coordinators, Young Child Program Coordinator, Night Assistants, Teacher Coordinators and Grades 5-12 Assistant Coordinator. **SALARY:** \$500-\$5,000 depending on assignment. **DATES:** June 28 – July 23, 2011. **APPLICATION DEADLINE:** March 30, 2011. **QUALIFICATIONS:** Education or experience in the field of gifted education, bachelor's degree in education or related field required, master's experience in administration and teaching recommended.

Name: _____ Cell Phone: (____) _____
Print or Type

Address: _____
Street City State Zip Code

E-mail _____

Emergency Contact Phone: (____) _____ Relationship: _____

T-shirt Size: _____

Position Applying for: _____ Dorm Director
_____ Day Problem Solver
_____ Assistant Dorm Director
_____ Assistant Program Director
_____ Program Shopper
_____ Other: _____

A. Why do you want to work in the Summer Enrichment Program?

B. What skills do you have that would allow you to perform exceptionally in this position?

C. What experiences have you had working with children?

Dates

Job/Description

Supervisor/Phone

D. List any other experiences you have had which would be applicable to this position.

E. When you hear “gifted and talented,” what comes first to your mind?

F. When would you be most available for an interview and how can you be contacted (i.e., phone number)?

G. References (please list at least three)

<u>Name/Position</u>	<u>Address/Phone</u>	<u>Relationship</u>	<u>Dates</u>
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1) _____

2) _____

3) _____

H. Education

<u>Institution</u>	<u>Major/Minor</u>	<u>Graduation</u>
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I. Special courses you have taken:

J. Anything else you would like us to know about you?