

*The Ohio State University Office of Minority Affairs Young Scholars Program
Samuel DuBois Cook 2010 Summer Academy*

2010 Position Summaries with Compensation Rates

<p>Scholar Mentor: \$9.50 hourly; 6/20-7/17 + orientation and training (10 positions available); Scholar Mentors are responsible for supervising Scholars before, during and after meals, study time, free-time and extracurricular activities throughout the week and on weekends.</p>
<p>Tutor: \$20.00 hourly; 6/21-7/16 + orientation and training (14 positions available); Tutors are responsible for attending classes (see full description for class meeting times) and for facilitating corresponding recitation-style labs during which they will model learning strategies in one of the following areas: advanced algebra, writing, biology, chemistry or physics. Tutors should demonstrate strength in the desired area. Tutors are also responsible for attending weekly teacher's meetings and for maintaining daily communication with instructors about the needs of the lab group. Teaching/recitation experience preferred; mature junior, senior and graduate level students considered.</p>
<p>Staff Nurse: \$2,500.00 total compensation; 6/7-7/17 + orientation and training (1 position available); the Staff Nurse reviews and assesses student medical forms, anticipates and provides for the general medical needs of students and oversees the daily distribution of medications during the Summer Academy. The Staff Nurse works 7 days, 7:00am – 10:00am.</p>
<p>Program Evaluator: \$3,000-\$5,000 total compensation depending upon experience; 5/3-7/16 +orientation and training (1 position available); the Program Evaluator observes and analyzes all aspects of the program in order to determine how well they meet the articulated objectives. The Program Evaluator is responsible for utilizing program data to assess impact and should possess strong experience in program evaluation, as well as curriculum and classroom assessment. The Program Evaluator will be responsible for class observations, student and staff focus groups and the analysis of placement and performance data in service of the overall program evaluation. Strong written and oral communication skills required; relevant educational background preferred.</p>
<p>Transportation Assistant: \$9.50 hourly; 6/20-7/17 + orientation and training (1 position available): Transportation Assistants help to coordinate transportation of guest speakers, disabled students, staff on work-related errands, and others as identified during Summer Academy; transport supplies and equipment; must be at least twenty-one (21) years of age and have a valid Ohio Driver's License; must have knowledge of applicable traffic laws (the State of Ohio, City of Columbus, and OSU Traffic & Parking), ordinances, and regulations; must be able to acquire knowledge of the geography of the city; previous experience preferred.</p>
<p>Writing Instructor: \$2,000/section total compensation; 6/21-7/16 + orientation and training (4 positions available; MWF 11:00am-12:18pm); Academic Instructors develop curriculum, teach, and complete student evaluations for various non-degree courses as a part of the Summer Academy. Academic Instructors also provide regular feedback and support to Tutors in the facilitation of study groups.</p>
<p>Advanced Algebra Instructor: \$2,000/section total compensation; 6/21-7/16 + orientation and training (2 positions available; MWF 8:00am-9:18am and 9:30am-10:48am); Academic Instructors develop curriculum, teach, and complete student evaluations for various non-degree courses as a part of the Summer Academy. Academic Instructors also provide regular feedback and support to Tutors in the facilitation of study</p>

*The Ohio State University Office of Minority Affairs Young Scholars Program
Samuel DuBois Cook 2010 Summer Academy*

groups.
Physics Instructor: \$2,000/section total compensation; 6/21-7/16 + orientation and training (1 position available; MWF 8:00am-9:18am and/or 9:30am-10:48am); Academic Instructors develop curriculum, teach, and complete student evaluations for various non-degree courses as a part of the Summer Academy. Academic Instructors also provide regular feedback and support to Tutors in the facilitation of study groups.
Chemistry Instructor: \$2,000/section total compensation; 6/21-7/16 + orientation and training (1 position available; MWF 8:00am-9:18am and/or 9:30am-10:48am); Academic Instructors develop curriculum, teach, and complete student evaluations for various non-degree courses as a part of the Summer Academy. Academic Instructors also provide regular feedback and support to Tutors in the facilitation of study groups.
Biology Instructor: \$2,000/section total compensation; 6/21-7/16 + orientation and training (1 position available; MWF 8:00am-9:18am and/or 9:30am-10:48am); Academic Instructors develop curriculum, teach, and complete student evaluations for various non-degree courses as a part of the Summer Academy. Academic Instructors also provide regular feedback and support to Tutors in the facilitation of study groups.
Lead Office Assistant: \$11.00 hourly; 7/6-8/2 + orientation and training (1 position available); Must be able to supervise others; must possess general office skills with some knowledge of modern office practices, procedures and equipment; accurate and sufficient word processing knowledge to accomplish assigned tasks; ability to work in a team setting with a diverse group of people; ability to follow oral and written instructions; excellent communication skills; ability to perform multiple tasks simultaneously while maintaining a pleasant attitude; ability to maintain a high level of confidentiality; ability to handle a high-paced work environment; previous experience working with adolescents preferred.
Career Exploration Facilitator: \$1,500 total compensation; 6/21-7/16 + orientation and training (7 positions available: MWF 2:00-3:48); Career Exploration Facilitators develop and teach career-specific curriculum and facilitate presentations by various guest speakers in various non-degree internships in Science and Technology, Medicine and Healthcare, Business, Education and Human Development, Law and Politics, Arts and Entertainment, and Social Services careers as a part of the Summer Academy.

*The Ohio State University Office of Minority Affairs Young Scholars Program
Samuel DuBois Cook 2010 Summer Academy*

Title:	Scholar Mentor
Pay:	\$9.50 hourly
Dates:	6/20-7/17 + orientation and training
Hours:	Varied Afternoons, evenings, and weekends
Scheduled Times:	40 hr/wk maximum
Positions Available:	10

Description

Scholar Mentors are responsible for supervising Scholars before, during and after meals, study time, free-time and extracurricular activities throughout the week and on weekends.

Qualifications

Mature college undergraduate or graduate student, preferably with previous experience working with underrepresented urban youth. Must possess a genuine interest in the academic, social, and emotional growth of adolescents, exhibit maturity, and a positive attitude, and be willing to serve as a role model for Scholars. Must be able to work in a team setting, provide quality customer service and resolve problems. In addition, candidates must possess ability to:

- Assemble and actively supervise Scholars for evening and weekend events
- Promote the safety of Scholars and the security of their belongings through instruction, observation and correction
- Move equipment and supplies as needed for events
- Maintain inventory of equipment and assure that it is properly stored after events
- Assist with distribution, completion and collection of forms and materials including attendance forms, incident reports, judicial forms, etc.
- Process referral forms for Counseling & Advising and/or Judicial proceedings
- Communicate effectively—orally and in writing
- Demonstrate a record of effective leadership
- Enforce regulations firmly and impartially

Staff must be in uniform (YSP staff shirt or white or gray shirt with knee-length shorts and/or pants) at all times while performing the specific responsibilities of the position.

No offer is binding until a background check has been completed and approved.

*The Ohio State University Office of Minority Affairs Young Scholars Program
Samuel DuBois Cook 2010 Summer Academy*

Title:	Tutor
Pay:	\$20.00 hourly
Dates:	6/21-7/16 + orientation and training
Hours:	Math/Science – M-F 8:00am-11:00am Writing – M-F 11:00am-12:30pm
Scheduled Times:	40 hr/wk maximum
Positions Available:	14

Description

Tutors are responsible for attending classes (see full description for class meeting times) and for facilitating corresponding recitation-style labs during which they will model learning strategies in one of the following areas: advanced algebra, writing, biology, chemistry or physics. Tutors should demonstrate strength in the desired area. Tutors are also responsible for attending weekly teacher's meetings and for maintaining daily communication with instructors about the needs of the lab group. Teaching/recitation experience preferred; mature junior, senior and graduate level students considered.

Qualifications

Mature college undergraduate or graduate student, preferably with previous experience working with underrepresented urban youth. Must possess a genuine interest in the academic, social, and emotional growth of adolescents, exhibit maturity, and a positive attitude, and be willing to serve as a role model for Scholars. Must be able to work in a team setting, provide quality customer service and resolve problems. In addition, candidates must possess ability to:

- Strength in desired subject area
- Model and mirror appropriate collegiate behavior during labs
- Actively communicate with instructors to help create a productive learning environment
- Process referral forms for Counseling & Advising and/or Judicial proceedings
- Communicate confidently to effectively maintain learning climate in labs
- Demonstrate a record of effective small group leadership
- Enforce regulations firmly and impartially
- Promote the safety of Scholars and the security of their belongings through instruction, observation and correction

No offer is binding until a background check has been completed and approved.

*The Ohio State University Office of Minority Affairs Young Scholars Program
Samuel DuBois Cook 2010 Summer Academy*

Title:	Staff Nurse
Pay:	\$2,500 total compensation
Dates:	6/7-7/17 + orientation and training
Hours:	Prior to SA: Varied During SA: 7:00am – 10:00am daily; One day-long field trip (date TBD) and consultations as needed
Scheduled Time:	Varied
Positions Available:	1

Qualifications:

Ohio registered nursing license; B.S. in nursing; patient services and nursing experience in a relevant care setting as well as supervisory experience desired.

Job Description:

- Review Scholar medical forms in preparation for Summer Academy
- Anticipate special needs of Scholars based on findings from medical forms
- Communicate anticipated needs to Director and Summer Program Coordinator
- Assist in the stocking and set up of the YSP Medical Office
- Administer routine medications to Scholars during Summer Academy
- Make referrals to OSU Student Health Center or OSU Emergency Room for Scholars who need further assessment by a physician
- Provide treatment and follow up for illness or injury by following standing orders or protocols as approved by OSU Student Health Center physician as needed for continuity of care
- Complete appropriate forms indicating reasons for Scholar visitations to YSP Medical Office
- Give report to oncoming staff concerning Scholars who need follow up or will be returning to the YSP Medical Office
- Evaluate forms, and develop procedures and protocols for the YSP Medical Office
- Maintain effective communication with Scholars, YSP staff, OSU personnel
- Contact Central Office staff when Scholars will be missing class due to health reasons
- Promote safety of Scholars through health education and injury prevention education
- Keep YSP Medical Office clean and stocked
- Notify Summer Program Coordinator when supplies need to be reordered
- Participate in the daily set up and close of the YSP Medical Office
- Act as a role model, facilitator, and supervisor to all other YSP Medical Office staff
- Act as a role model for the Scholars
- Take on-call hours as needed and carry a beeper when not in YSP Medical Office
- Understand and accept that work hours may vary depending on the needs of the YSP Medical Office and accommodates these circumstances
- Perform other duties as directed by the Summer Program Coordinator

*The Ohio State University Office of Minority Affairs Young Scholars Program
Samuel DuBois Cook 2010 Summer Academy*

Staff must be in uniform (YSP staff shirt or white or gray shirt with knee-length shorts and/or pants) at all times while performing the specific responsibilities of the position.

No offer is binding until a background check has been completed and approved.

Title: Program Evaluator
Pay: \$3,000 –\$5,000
total compensation
based on experience
Dates: 5/3-7/17
Hours: Varied
Scheduled Time: 40 hr/wk maximum
Positions Available: 1

Qualifications:

The Program Evaluator observes and analyzes all aspects of the program in order to determine how well they meet the articulated objectives. The Program Evaluator is responsible for utilizing program data to assess impact and should possess strong experience in program evaluation, as well as curriculum and classroom assessment. The Program Evaluator will be responsible for class observations, student and staff focus groups and the analysis of placement and performance data in service of the overall program evaluation. Strong written and oral communication skills required; relevant educational background preferred.

Job Description:

- Assist in design and implementation of Summer Academy program evaluation
- Evaluate Summer Academy activities for effectiveness in response to established goals and expected outcomes, appropriate academic content, and appropriate integration of extra-academic structures
- Prepare and administer evaluation instruments
- Perform data analysis
- Interview instructors, Scholars and staff for evaluation purposes
- Write a narrative evaluation report with recommendations for program improvements
- Meet with YSP administrators to discuss reports
- Attend weekly teacher's and/or staff meetings
- Other duties as assigned

Staff must be in uniform (YSP staff shirt or white or gray shirt with knee-length shorts and/or pants) at all times while performing the specific responsibilities of the position. These include, but are not limited to:

No offer is binding until a background check has been completed and approved.

*The Ohio State University Office of Minority Affairs Young Scholars Program
Samuel DuBois Cook 2010 Summer Academy*

Title: Transportation Assistant
Pay: \$9.50 hourly
Dates: 6/20-7/17 + orientation and training
Hours: 40 hr/wk maximum
Scheduled Times: Varied
Positions Available: 1

Description:

Reports directly to the Summer Program Coordinator or Transportation Component Lead; assists in coordinating the Transportation component of the Summer Academy; assists with all transportation matters during Summer Academy including scheduled transportation of Summer Academy guest speakers, disabled students, staff on work-related errands, and others as identified; trains assistants to utilize appropriate forms; facilitates the transportation of supplies and equipment to and from various campus locations; previous experience preferred; must be at least twenty-one (21) years of age and have a valid Ohio Driver's License; must have knowledge of applicable traffic laws (the State of Ohio, City of Columbus, and OSU Traffic & Parking), ordinances, and regulations; must be able to acquire knowledge of the geography of the city.

Job Description:

1. Check daily to ensure vehicle is operating correctly.
2. Inspect vehicle for cleanliness and sufficient fuel.
3. Must operate all vehicles safely and follow all local and state traffic laws. Drivers will be responsible for resolution of any infractions.
4. Must follow all OSU Traffic and Parking rules and regulations.
5. Help with traffic and parking needs associated with Summer Academy.
6. Follow all vehicle operational procedures and records information in daily log books, (i.e., key, vehicle, and gas sign out).
7. Help facilitate the arrivals and departures of YSP staff and Scholars.
8. Participate in mandatory driver/vehicle training sessions.
9. Help coordinate rotation of drivers as assigned by the transportation Program Coordinator.
10. Respond promptly to incoming radio calls and pages.
11. Always maintain radio communication while operating and transporting in any YSP vehicle.
12. Obtain required transportation request form prior to transporting customers.
13. Help developing signs for bus/vehicle identification.
14. Other duties as assigned.

Staff must be in uniform (YSP staff shirt or white or gray shirt with knee-length shorts and/or pants) at all times while performing the specific responsibilities of the position.

No offer is binding until a background check has been completed and approved.

*The Ohio State University Office of Minority Affairs Young Scholars Program
Samuel DuBois Cook 2010 Summer Academy*

Position:	Writing Instructor
Pay:	\$2,000/section total compensation
Dates:	6/21-7/16 + training and orientation
Hours:	MWF 11:00am-12:18pm
Positions Available:	4

Description

Academic Instructors develop curriculum, teach, and complete student evaluations for various non-degree courses as a part of the Samuel DuBois Cook Summer Academy. Writing Instructors will teach a course similar to English 110 emphasizing critical thinking, active reading, and argument. Writing Instructors are expected to integrate various writing process models and familiarize students with how the conventions of college-level academic writing differ from others. The course will include two weekly labs facilitated by tutors.

Summary of Duties

Academic Instructors must attend three staff trainings/curriculum development sessions before the Summer Academy. As a consequence, they will develop the curriculum for their course and submit all course materials for reproduction before the Summer Academy. During the Summer Academy, Academic Instructors will present lectures and lead discussions, initiate class activities, test and evaluate Scholars by various means (quizzes, written responses, group work, final projects and presentations, etc).

Qualifications

Qualified applicants should be graduates or graduate students in relevant academic areas. Demonstrated teaching ability is desired, particularly with underrepresented, urban students; M.A. preferred.

Writing Instructor Detailed Job Description:

- Develop interactive course curriculum
- Teach using a variety of approaches for effective and engaging instruction
- Integrate instruction in critical college prep reading and writing skills
- Instruct students on elements of writing processes with particular attention to writing for academic and community audiences
- Instruct students on benefits (or limitations) of conventional grammatical and mechanical skills when addressing academic and community audiences.
- Regularly evaluate student performance and provide reports of student progress to appropriate Program staff

*The Ohio State University Office of Minority Affairs Young Scholars Program
Samuel DuBois Cook 2010 Summer Academy*

No offer is binding until a background check has been completed and approved.

Position:	Advanced Algebra Instructor
Pay:	\$2,000/section total compensation
Dates:	6/21-7-17 + training and orientation
Hours:	MWF 8:00am-9:18am and 9:30am-10:48am
Positions Available:	2

Description

Academic Instructors develop curriculum, teach, and complete student evaluations for various non-degree courses as a part of the Samuel DuBois Cook Summer Academy. Advanced Algebra Instructors will teach a course similar to Math 148 emphasizing mastery and application of key principles in algebra. The aim is to better prepare students for additional algebra or even calculus classes, both of which depend greatly on mastery of algebra. The course will include two weekly labs facilitated by tutors.

Summary of Duties

Academic Instructors must attend three staff trainings/curriculum development sessions before the Summer Academy. As a consequence, they will develop the curriculum for their course and submit all course materials for reproduction before the Summer Academy. During the Summer Academy, Academic Instructors will present lectures and lead discussions, initiate class activities, test and evaluate Scholars by various means (quizzes, written responses, group work, final projects and presentations, etc).

Qualifications

Qualified applicants should be graduates or graduate students in relevant academic areas. Demonstrated teaching ability is desired, particularly with underrepresented, urban students; M.A. preferred.

Advanced Algebra Instructor Detailed Job Description:

- Develop interactive course curriculum
- Teach using a variety of approaches for effective and engaging instruction
- Instruct students on elements of algebra incorporating principles of beginning calculus with particular attention to...
- Regularly evaluate student performance and provide reports of student progress to appropriate staff

*The Ohio State University Office of Minority Affairs Young Scholars Program
Samuel DuBois Cook 2010 Summer Academy*

No offer is binding until a background check has been completed and approved.

Position:	Physics Instructor
Pay:	\$2,000/section total compensation
Dates:	6/21-7/16 + training and orientation
Hours:	MWF 8:00am-9:18am and/or 9:30am-10:48am
Positions Available:	1

Description

Academic Instructors develop curriculum, teach, and complete student evaluations for various non-degree courses as a part of the Samuel DuBois Cook Summer Academy. Physics Instructors will teach a course introducing key concepts in physics. The course will include two weekly labs facilitated by tutors.

Summary of Duties

Academic Instructors must attend three staff trainings/curriculum development sessions before the Summer Academy. As a consequence, they will develop the curriculum for their course and submit all course materials for reproduction before the Summer Academy. During the Summer Academy, Academic Instructors will present lectures and lead discussions, initiate class activities, test and evaluate Scholars by various means (quizzes, written responses, group work, final projects and presentations, etc).

Qualifications

Qualified applicants should be graduates or graduate students in relevant academic areas. Demonstrated teaching ability is desired, particularly with underrepresented, urban students; M.A. preferred.

Physics Instructor Detailed Job Description:

- Develop interactive course curriculum
- Teach using a variety of approaches for effective and engaging instruction
- Instruct students on elements of physics with particular attention to...
- Regularly evaluate student performance and provide reports of student progress to appropriate staff

*The Ohio State University Office of Minority Affairs Young Scholars Program
Samuel DuBois Cook 2010 Summer Academy*

No offer is binding until a background check has been completed and approved.

Position:	Chemistry Instructor
Pay:	\$2,000/section total compensation
Dates:	6/21-7/16 + training and orientation
Hours:	MWF 8:00am-9:18am and/or 9:30am-10:48am
Positions Available:	1

Description

Academic Instructors develop curriculum, teach, and complete student evaluations for various non-degree courses as a part of the Samuel DuBois Cook Summer Academy. Chemistry Instructors will teach a course introducing key concepts in chemistry. The course will include two weekly labs facilitated by tutors.

Summary of Duties

Academic Instructors must attend three staff trainings/curriculum development sessions before the Summer Academy. As a consequence, they will develop the curriculum for their course and submit all course materials for reproduction before the Summer Academy. During the Summer Academy, Academic Instructors will present lectures and lead discussions, initiate class activities, test and evaluate Scholars by various means (quizzes, written responses, group work, final projects and presentations, etc).

Qualifications

Qualified applicants should be graduates or graduate students in relevant academic areas. Demonstrated teaching ability is desired, particularly with underrepresented, urban students; M.A. preferred.

Chemistry Instructor Detailed Job Description:

- Develop interactive course curriculum
- Teach using a variety of approaches for effective and engaging instruction
- Instruct students on elements of chemistry with particular attention to...
- Regularly evaluate student performance and provide reports of student progress to appropriate staff

*The Ohio State University Office of Minority Affairs Young Scholars Program
Samuel DuBois Cook 2010 Summer Academy*

No offer is binding until a background check has been completed and approved.

Position:	Biology Instructor
Pay:	\$2,000/section total compensation
Dates:	6/21-7/16 + training and orientation
Hours:	MWF 8:00am-9:18am and/or 9:30am-10:48am
Positions Available:	1

Description

Academic Instructors develop curriculum, teach, and complete student evaluations for various non-degree courses as a part of the Samuel DuBois Cook Summer Academy. Biology Instructors will teach a course introducing key concepts in chemistry. The course will include two weekly labs facilitated by tutors.

Summary of Duties

Academic Instructors must attend three staff trainings/curriculum development sessions before the Summer Academy. As a consequence, they will develop the curriculum for their course and submit all course materials for reproduction before the Summer Academy. During the Summer Academy, Academic Instructors will present lectures and lead discussions, initiate class activities, test and evaluate Scholars by various means (quizzes, written responses, group work, final projects and presentations, etc).

Qualifications

Qualified applicants should be graduates or graduate students in relevant academic areas. Demonstrated teaching ability is desired, particularly with underrepresented, urban students; M.A. preferred.

Chemistry Instructor Detailed Job Description:

- Develop interactive course curriculum
- Teach using a variety of approaches for effective and engaging instruction
- Instruct students on elements of chemistry with particular attention to...
- Regularly evaluate student performance and provide reports of student progress to appropriate staff

No offer is binding until a background check has been completed and approved.

*The Ohio State University Office of Minority Affairs Young Scholars Program
Samuel DuBois Cook 2010 Summer Academy*

Title: Lead Office Assistant
Pay: \$11.00 hourly
Dates: 6/20-7/17 + orientation and training
Hours: 40 hr/wk maximum
Scheduled Time: Varied
Positions Available: 1

Qualifications:

Must be able to supervise others; must possess general office skills with some knowledge of modern office practices, procedures and equipment; accurate and sufficient word processing knowledge to accomplish assigned tasks; ability to work in a team setting with a diverse group of people; ability to follow oral and written instructions; excellent communication skills; ability to perform multiple tasks simultaneously while maintaining a pleasant attitude; ability to maintain a high level of confidentiality; ability to handle a high-paced work environment; previous experience working with adolescents preferred.

Job Description:

- Prepare instructional materials before Summer Academy
- Prepare Scholar materials before Summer Academy
- Supervise Office Assistants
- Handle Central Office incoming calls professionally
- Coordinate collection and recording of class attendance forms
- Collect all summer staff timesheets
- Create reports from database information
- Assist with disseminating payroll checks
- Assist with Orientation and training
- Assist with registration and supply distribution
- Perform clerical assignments as assigned
- Type and process confidential documents
- Maintain files, correspondence, forms, reports and other materials
- Post information according to standard procedures
- Facilitate office set-up, maintenance, and break-down
- Other duties as assigned

Staff must be in uniform (YSP staff shirt or white or gray shirt with knee-length shorts and/or pants) at all times while performing the specific responsibilities of the position. These include, but are not limited to:

No offer is binding until a background check has been completed and approved.

*The Ohio State University Office of Minority Affairs Young Scholars Program
Samuel DuBois Cook 2010 Summer Academy*

Position:	Career Exploration Facilitator
Pay:	\$1,500 total compensation
Dates:	6/21-7/16 + training and orientation
Hours:	MWF 2:00pm – 3:48pm
Positions Available:	7

Summary of Duties

Career Exploration Facilitators develop and teach career-specific curriculum and facilitate presentations by various guest speakers in various non-degree internships in Science and Technology, Medicine and Healthcare, Business, Education and Human Development, Law and Politics, Arts and Entertainment, and Social Services careers as a part of the Summer Academy.

Career Exploration Facilitators must attend three staff trainings/curriculum development sessions before the Summer Academy. As a consequence, they will develop the curriculum for their course and submit all course materials for reproduction before the Summer Academy. During the Summer Academy, Career Exploration Facilitators will present lectures and lead discussions, initiate class activities, test and evaluate Scholars by various means (quizzes, written responses, group work, final projects and presentations, etc). Prior advising experience preferred.

Qualifications

Qualified applicants should be mature undergraduates or graduate students in relevant academic areas. Demonstrated teaching ability is desired, particularly with underrepresented, urban students; M.A. preferred.

Career Exploration Instructor Detailed Job Description:

- Develop interactive course curriculum
- Teach using a variety of approaches for effective and engaging instruction
- Regularly evaluate student performance and provide reports of student progress to appropriate staff

No offer is binding until a background check has been completed and approved.