

# SUMMER JOB ANNOUNCEMENT



Upward Bound  
Programs

## **Resident Advisor/Tutor (4 Positions Available)**

### **Program**

#### **Description:**

Upward Bound (UB) is a federally funded program designed to provide academic services to first-generation and/or low-income college bound high school students. UB provides students with the necessary support and assistance to persist in high school and encourage and motivate them to enroll into a post-secondary institution. During the summer, UB provides students with academic and career classes and gives them an opportunity to obtain high school credit.

#### **Program Dates:**

**June 14, 2015 through July 24, 2015 (Residential Program)**  
**May 29<sup>th</sup>, 2015** - Student and Parent Summer Program Orientation  
**May 18<sup>th</sup> through May 21<sup>st</sup>, 2015** - Mandatory Training

#### **Salary:**

\$2,887 (includes parent/student orientation, training, residential program, summer preparation/close out, and trips). Room and board provided.

#### **Responsibilities:**

- Ⓢ Supervise high school students in an academic and residential environment
- Ⓢ Be responsible for a group of students and documentation
- Ⓢ Be able to tutor students in English & Math
- Ⓢ Maintain contact with your core group and their classroom teachers
- Ⓢ Collaborate and follow instructions as delegated by the RS and permanent staff
- Ⓢ Enforce dorm rules, carry out disciplinary procedures, and report situations to Resident Supervisor or permanent staff that are deemed necessary
- Ⓢ Develop and assist in the development of engaging & purposeful evening activities for students in a residential setting
- Ⓢ Ability to develop and assist in the organization of activities for students in a residential setting
- Ⓢ Supervise students during meal times
- Ⓢ Maintain proper documentation
- Ⓢ Conduct self in a professional manner and be a positive role model for students
- Ⓢ On call for 24 hours
- Ⓢ Create a positive learning atmosphere for students
- Ⓢ Attend regular staff meetings

#### **Requirements:**

- ✓ Must have completed at least two years of post secondary education
- ✓ Have at least a 2.50 GPA
- ✓ Posses excellent leadership and supervisory skills
- ✓ Have good writing and communication skills
- ✓ Experience and ability to work with diverse populations, such as ethnic, low-income and first generation college bound students
- ✓ Demonstrate good leadership, enthusiasm, and interpersonal skills
- ✓ Be flexible
- ✓ Be familiar with laws relating to minors
- ✓ Will be fingerprinted for criminal record and **must** pass background check.

#### **Deadline:**

**Monday, March 23<sup>rd</sup>, 2015.** (Submit application, resume with at least 3 references, and unofficial transcript). Incomplete applications will NOT be considered.

Applications available at: Fresno State Upward Bound Program Office,  
University Center, Room #124 (across from Library). (559) 278-2693.

Or you may go on this website to obtain a **part-time** application: <http://www.auxiliary.com/hr/index.html>

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