

Summer Job Announcement

Resident Advisor/Tutor

Program Summary:	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 enhance their academic skills and improve in deficiencies.
Program Dates:	June 11th, 2017 through July 21nd, 2017 (Residential Program) May 22 nd through May 26 th , 2017 – Mandatory Training May 12 th , 2017 – Student & Parent Summer Program Orientation
Essential Job Functions:	Under the supervision of the Resident Supervisor and UB staff, the incumbent will be responsible for the following duties: <ul style="list-style-type: none">• Supervise high school students in an academic and residential environment• Be responsible for groups of students throughout the summer• Be able to tutor students in high school level Reading, Writing, & Mathematics• Maintain contact with your core group, counselors, & teachers.• Collaborate and follow instructions as delegated by the Resident Supervisor and UB staff• Enforce dorm rules, carry out disciplinary procedures, and report situations to Resident Supervisor or UB staff• Develop/assist in the development of engaging and purposeful evening activities for students in a residential setting• Ability to develop and assist in the organization of activities for students• Supervise students during meal times• Maintain proper documentation & reports• Conduct self in a professional manner and be a positive role model for students• On call for 24 hours during the duration of the program• Create a positive learning atmosphere for students and collaboration amongst colleagues• Attend and contribute to regular staff meetings• Other duties as assign
Qualifications & Experience:	<ul style="list-style-type: none">• Must have completed at least two years of post-secondary education by the end of Spring 2017• Minimum 2.50 GPA• Have excellent leadership, supervisory, and interpersonal skills• Have good writing and communication skills• Experience working with students for diverse ethnic backgrounds, low-income and first-generation.• Be flexible, 100% available, enthusiastic, and friendly• Be familiar with laws relating to minors• Will be fingerprinted for criminal record and must pass background check
Salary:	\$3,120 (includes training, parent/student orientation, residential program, summer preparation and close out). Room and board provided.
Deadline:	Tuesday, March 14, 2017 @ 5pm
To Apply:	Application must be submitted through HireTopDogs visit www.fresnostate.edu/careers and click on the HireFresnoState Student Log in Link. Resume, cover letter, and at least 3 references must be included. For questions or for more information contact us at: Upward Bound Programs at Fresno State University Center #124 5240 N. Jackson MS UC59 Fresno, CA 93740-8023 Phone: 559.278.2693 Fax: 559.278.4306