

# SUMMER JOB ANNOUNCEMENT



Upward Bound  
Programs

## **Resident Supervisor (1 Position Available)**

### **Program**

#### **Description:**

The Upward Bound (UB) program 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 5, 2014 through July 25, 2014 (Residential Program)**

**May 30<sup>th</sup>, 2014** - Student and Parent Summer Program Orientation

**May 19<sup>th</sup> through May 22<sup>nd</sup>, 2014** - Mandatory Training

#### **Salary:**

\$3,075 (includes parent/student orientation, training, residential program, summer preparation/close out, and trips)

Room and Board Provided

#### **Job Description:**

Under the supervision of the program director and other permanent staff, the Resident Supervisor will be in charge of supervising Resident Advisors/Tutors and students, and developing various activities for advisors/tutors and students while residing in dorms. The Resident Supervisor will implement daily staff meetings with his/her staff and will meet with permanent staff to provide updates; will assist permanent staff in the development of Upward Bound activities, trips and events (recreational, academic, and cultural); will be responsible for ensuring student's safety; and implementing and supervising all activities and events that take place during the evening hours. The Resident Supervisor is on call 24-hours a day during the duration of the program. Excellent supervision and leadership skills are a must.

#### **Requirements:**

- At least three years of post-secondary education/Fresno State student preferred
- Minimum 2.70 GPA
- Knowledge of laws pertaining to minors and understanding of CPS regulations
- Excellent leadership and supervisory skills
- Good written and oral skills
- Flexible & committed schedule
- Will be fingerprinted for criminal record and **must** pass background check
- Experience working with a diverse population of students from different ethnic background & ages
- Able to collaborate and follow instruction as delegated by permanent staff
- Ability to develop and assist in the development of engaging & purposeful evening activities
- Ability to enforce dorm rules, carry out disciplinary procedures, and report situations that director and permanent staff must be aware of
- Keep inventory of items, etc.
- Experience working with high school students
- Experience supervising staff
- Do other duties as assigned

#### **Deadline:**

**Friday, March 21<sup>st</sup>, 2014** (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>