

# Summer Job Announcement

## Resident Advisor/Tutor

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