

Summer Job Announcement

Resident Supervisor

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 Resident Advisors (RAs) and high school students • Develop various activities for RAs and students while residing in dorms • Implement daily staff meetings with RA staff and meet with UB staff to provide updates, plan afternoon activities. • Assist UB staff in the development of UB activities, trips, and events (recreational, academic, and cultural). • Be responsible for ensuring student's safety, discipline, and policy procedures amongst residential staff and students. • Implement and supervise all activities and events that take place during the evening hours • On call for 24 hours during the duration of the program • Keep inventory of equipment, sign in sheets, meals, etc. • Able to collaborate and follow instruction as delegated by UB staff • Ability to enforce dorm rules, carry out disciplinary procedures, and report situations that UB staff must be aware of • Ability to develop and assist in the development of engaging and purposeful evening activities
Qualifications & Experience:	<ul style="list-style-type: none"> • Must have completed at least three years of post-secondary education by the end of Spring 2017 • Minimum 2.70 GPA • Have excellent leadership, supervisory, and interpersonal skills • Experience supervising staff • Knowledge of laws pertaining to minors and understanding of CPS regulations • Have good writing and communication skills • Experience working with high school students from diverse ethnic backgrounds, low-income, and first-generation • Be flexible, enthusiastic, and friendly • Will be fingerprinted for criminal record and must pass background check
Salary:	\$3,720 (includes training, parent/student orientation, residential program, summer preparation and close out). Room and board provided.
Deadline:	Tuesday, March 7, 2017 @ 5pm
To Apply:	Application must be submitted through HireTopDogs visit www.fresnostate.edu/studentaffairs/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