

Summer Job Announcement

Resident Advisor

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 encourages and motivates them to enroll in a post-secondary institution. During the summer, UB provides students with academic and career classes and allows them to enhance their academic skills and development.
Program Dates:	June 9th, 2024, through July 20th, 2024 (Six -Week Residential Program) May 20 th through May 24 th , 2024 – Mandatory Training (other dates may apply) May 30 th and May 31 st , 2024 – Student & Parent Summer Program Orientations
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"> • Based on university guidance, the position would be onsite. This position may require working in person or remotely. • 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, Foreign Language, Science & 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 the Resident Supervisor or UB staff. • Develop/assist in the development of engaging and purposeful evening activities for students in a residential setting including trips and events (recreational, academic, & cultural) • Supervise students during mealtimes, activities, and events. • Maintain proper documentation & reports. • Conduct yourself 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 among colleagues. • Attend and contribute to regular staff meetings. • Other duties as assigned
Qualifications & Experience:	<ul style="list-style-type: none"> • Must have completed at least two years of post-secondary education by the end of Spring 2024 • Minimum 2.70 GPA • Have excellent leadership, supervisory, and interpersonal skills. • Have good writing and communication skills. • Experience working with students from diverse ethnic backgrounds, low-income, and first-generation. • Be flexible, 100% available, enthusiastic, and friendly. • Be familiar with laws relating to minors and CPS knowledge. • Will be fingerprinted for criminal record and must pass a background check
Salary:	\$4,500 (includes training, parent/student orientation, residential program, summer preparation, and closeout). Room and board are provided during the Summer Residential Component.
Deadline:	Friday, March 22nd, 2024 @11:59pm
To Apply:	<p>Job announcement and application can be found on HireFresnoState, our website at fresnostate/upwardbound, email upward_bound@mail.fresnostate.edu, or can be picked up from our office (address below)</p> <p>Please submit a complete application, resume, cover letter, and unofficial transcript. (References are optional)</p> <p style="text-align: center;">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</p> <p style="text-align: center;">**Non-Fresno State Students are welcome to apply.</p>