

# Summer Job Announcement

## Resident Supervisor

<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 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.
<b>Program Dates:</b>	<b>June 9<sup>th</sup>, 2024, through July 19<sup>th</sup>, 2024 (Six-Week Residential Program)</b> May 20 <sup>th</sup> through May 24 <sup>th</sup> , 2024 – Mandatory Training (other dates may apply) May 30 <sup>th</sup> and May 31 <sup>st</sup> , 2024 – Student & Parent Summer Program Orientations
<b>Essential Job Functions:</b>	Under the supervision of UB staff, the incumbent will be responsible for the following duties: <ul style="list-style-type: none"> <li>● Based on university guidance, the position would be onsite. This position may require working in person.</li> <li>● Supervise &amp; oversee 4-6 Resident Advisors (RAs) and high school students.</li> <li>● Develop &amp; implement various activities &amp; training for RAs and students while residing in dorms.</li> <li>● Implement daily staff meetings with RA staff and meet with UB staff &amp; housing leads to provide updates &amp; plan afternoon activities.</li> <li>● Chaperone &amp; assist UB staff in the development of UB activities, trips, and events (recreational, academic, and cultural).</li> <li>● Be responsible for ensuring student's safety, discipline, and policy procedures amongst residential staff and students.</li> <li>● Implement and supervise all activities and events that take place, especially during the evening hours.</li> <li>● On call for 24 hours during the duration of the program</li> <li>● Keep inventory of equipment, sign-in sheets, meals, forms, etc.</li> <li>● Able to collaborate and follow instructions as delegated by UB staff.</li> <li>● Ability to enforce dorm rules, carry out disciplinary procedures and report situations that UB staff must be aware of</li> <li>● Ability to develop and assist in the development of engaging and purposeful evening activities.</li> <li>● Other duties as assigned</li> </ul>
<b>Qualifications &amp; Experience:</b>	<ul style="list-style-type: none"> <li>● <b>Must have completed at least three years of post-secondary education by the end of Spring 2024</b></li> <li>● <b>Minimum 2.70 GPA</b></li> <li>● Have excellent leadership, supervisory, and interpersonal skills.</li> <li>● Experience supervising staff.</li> <li>● Knowledge of laws pertaining to minors and understanding of CPS regulations</li> <li>● Have good writing and communication skills.</li> <li>● Experience working with high school students from diverse ethnic backgrounds, low-income, and first-generation.</li> <li>● Be flexible, enthusiastic, and friendly.</li> <li>● Will be fingerprinted for criminal record and must pass a background check</li> </ul>
<b>Salary:</b>	<b>\$6,700 (includes training, parent/student orientation, residential program, summer preparation and closeout). Room and board are provided during the Summer Residential Component.</b>
<b>Deadline:</b>	<b>Thursday, February 29<sup>th</sup>, 2024 @11:59pm</b>
<b>To Apply:</b>	<p>Job announcement and application can be found on HireFresnoState, our website at <a href="https://fresnostate/upwardbound">fresnostate/upwardbound</a>, email <a href="mailto:upward_bound@mail.fresnostate.edu">upward_bound@mail.fresnostate.edu</a>, or can be picked up from our office (address below)</p> <p><b>Please submit a complete application, resume, cover letter, and unofficial transcript. (References are optional)</b></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;"><b>**Non-Fresno State Students are welcome to apply.</b></p>