

# 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 12<sup>th</sup>, 2016 through July 22<sup>nd</sup>, 2016 (Residential Program)</b> May 23 <sup>rd</sup> through May 26 <sup>th</sup> , 2016 – Mandatory Training May 27 <sup>th</sup> , 2016 – 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 a group of students</li> <li>• Be able to tutor students in high school level English &amp; Math</li> <li>• Maintain contact with your core group and their classroom 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 that are deemed necessary</li> <li>• Develop and 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 in a residential setting</li> <li>• Supervise students during meal times</li> <li>• Maintain proper documentation</li> <li>• Conduct self in a professional manner and be a positive role model for students</li> <li>• On call for 24 hours</li> <li>• Create a positive learning atmosphere for students</li> <li>• Attend 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</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 high school students from diverse ethnic backgrounds, low-income and first-generation</li> <li>• Be flexible, 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>	\$2,887 (includes training, parent/student orientation, residential program, summer preparation and close out). Room and board provided.
<b>Deadline:</b>	<b>Monday, March 28<sup>th</sup>, 2016</b>
<b>To Apply:</b>	Please submit a complete part time Auxiliary application, resume with at least 3 references, and unofficial transcript. Visit <a href="http://www.fresnostate.edu/upwardbound">www.fresnostate.edu/upwardbound</a> to locate and print job application or obtain employment application at:  California State University, Fresno Upward Bound Programs University Center #124 5240 N. Jackson MS UC59 Fresno, CA 93740-8023  Phone: 559.278.2693      Fax: 559.278.4306

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**