

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 12th, 2022, through July 22nd, 2022 (Residential Program) May 23 rd through May 27 th , 2022 – Mandatory Training (other dates may apply) June 1 st and June 2 nd , 2022 – Student & Parent Summer Program Orientations April 23 rd – June 10 th , 2022, at specified times, 6-12 hrs. a week – Summer Planning (hourly pay)
Essential Job Functions:	Under the supervision of 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 & oversee 4-6 Resident Advisors (RAs) and high school students • Develop & implement various activities & training for RAs and students while residing in dorms • Implement daily staff meetings with RA staff and meet with UB staff & housing leads to provide updates & plan afternoon activities. • Chaperone & 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 especially during the evening hours • On call for 24 hours during the duration of the program • Keep inventory of equipment, sign in sheets, meals, forms, 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 • Other duties as assigned
Qualifications & Experience:	<ul style="list-style-type: none"> • Must have completed at least three years of post-secondary education by the end of Spring 2022 • 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:	\$6,400 (includes training, parent/student orientation, residential program, summer preparation and close out). Room and board provided during Summer Residential Component.
Deadline:	Friday, April 1st, 2022 @11:59pm
To Apply:	<p>Job announcement and application can be found on HireFresnoState, our website at fresnostate/upwardbound or can be picked up from our office (address below)</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>