

Summer Job Announcement

Resident Supervisor

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| 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 10th, 2018 through July 20th, 2018 (Residential Program) May 22 nd through May 26 th , 2018 – Mandatory Training (other dates may apply) April 27 th , 2018 – Student & Parent Summer Program Orientation Feb 16 th – June 10 th , 2018 at specified times, 6-12 hrs a week –Summer Planning (hourly pay) |
| 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 & 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 2018 • 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 during Summer Residential Component. |
| Deadline: | Thursday, February 15st, 2018 @ 5pm. |
| To Apply: | <p>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:</p> <p style="text-align: center;">Upward Bound Programs at Fresno State University Center #124 5240 N. Jackson MS UC59 Fresno, CA 93740-8023</p> <p style="text-align: center;">Phone: 559.278.2693 Fax: 559.278.4306</p> <p>**Non-Fresno State Students can pick up the application at the address above & drop off all items listed as well.</p> |