

# 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 10<sup>th</sup>, 2018 through July 20<sup>th</sup>, 2018 (Residential Program)</b> May 22 <sup>nd</sup> through May 26 <sup>th</sup> , 2018 – Mandatory Training (other dates may apply) April 27, 2018 – 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 groups of students throughout the summer</li><li>• Be able to tutor students in high school level Reading, Writing, Foreign Language, Science &amp; Mathematics</li><li>• Maintain contact with your core group, counselors, &amp; 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</li><li>• Develop/assist in the development of engaging and purposeful evening activities for students in a residential setting including trips and events (recreational, academic, &amp; cultural).</li><li>• Supervise students during meal times, activities and events.</li><li>• Maintain proper documentation &amp; reports</li><li>• Conduct self in a professional manner and be a positive role model for students</li><li>• On call for 24 hours during the duration of the program</li><li>• Create a positive learning atmosphere for students and collaboration amongst colleagues</li><li>• Attend and contribute to 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 by the end of Spring 2018</li><li>• Minimum 2.70 GPA</li><li>• Have excellent leadership, supervisory, and interpersonal skills</li><li>• Have good writing and communication skills</li><li>• Experience working with students for diverse ethnic backgrounds, low-income and first-generation.</li><li>• Be flexible, 100% available, enthusiastic, and friendly</li><li>• Be familiar with laws relating to minors and CPS knowledge</li><li>• Will be fingerprinted for criminal record and must pass background check</li></ul>
<b>Salary:</b>	\$3,120 (includes training, parent/student orientation, residential program, summer preparation and close out). Room and board provided.
<b>Deadline:</b>	<b>Wednesday, February 21, 2018 @ 5pm</b>
<b>To Apply:</b>	Application must be submitted through HireTopDogs visit <a href="http://www.fresnostate.edu/studentaffairs/careers">www.fresnostate.edu/studentaffairs/careers</a> 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:  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  **Non-Fresno State students can pick up the application at the address above & drop off all items listed as well.