



COLLEGE  
OF THE  
REDWOODS

## UPWARD BOUND

*A Federal TRiO Program*

February 2, 2009

Dear Applicant:

What are you doing this summer? Would like to like to be paid to have fun and inspire future college students? Consider working for Upward Bound at College of the Redwoods as residential staff for the Summer 2009 program.

Enclosed you will find five job descriptions and application materials. The specific openings are for Residential Coordinator, Assistant Residential Coordinator, Residential Advisor (RA), RA-Office Assistant, RA-Night Duty. Please note that some positions start on different dates than others.

If you are interested in any of the positions, return **by March 20:**

- Application for Employment for College of the Redwoods
- Upward Bound Supplemental Application
- Unofficial College Transcripts
- Copy of First Aid and CPR certification if available. Must be certified by June 21, 2009. Upward Bound will provide unpaid CPR/First Aid training during staff training week.

You are welcome to apply for multiple positions. Upward Bound staff will conduct in-person or phone interviews with applicants if necessary, knowing that some of you attend college out of the area.

**Return your completed application to:**

**Upward Bound Program**

College of the Redwoods  
7351 Tompkins Hill Road  
Eureka, CA 95501

Or email to [shannon-walkley@redwoods.edu](mailto:shannon-walkley@redwoods.edu)

**PRIORITY DEADLINE IS MARCH 20, 2009**  
**Applications will be accepted until all positions are filled.**

Please feel free to call Shannon Walkley, Academic Advisor, at (707) 476-4279 if you have any questions. We look forward to an exciting and rewarding summer.

Sincerely,

Daniel Bixler  
Director of Upward Bound & CalSOAP

7351 Tompkins Hill Rd.  
Eureka, CA 95501-9300  
707-476-4277  
FAX: 707-476-4413