

<b>Upward Bound Summer Staff 2009</b>	<b>Residential Advisor (Night Duty)</b>
<b>Position Description:</b>	The Residential Advisor (RA)/ Night Duty is a temporary staff member in residence during the summer program whose primary function is the nightly monitoring of the residential areas
<b>Preferred Dates of Employment:</b>	June 15-August 7, 2009, (All RA's have June 29- July 4 off). Hours of duty are roughly 9:00 PM to 5:30 AM
<b>Duties:</b>	<ul style="list-style-type: none"> <li>a. Monitors residence hall after in-room time</li> <li>b. Keeps log of events and unauthorized activities</li> <li>c. Reports all suspicious or unusual incidents to Residential Coordinator</li>   <li>d. May assist in tutoring students during evening study hours</li> <li>e. May assist in the administration of standardized tests</li> <li>f. Provides resource and referral information to residents</li> <li>g. Participates in all staff training and development sessions held prior to the summer session</li> <li>h. May assist in planning and implementing extra curricular activities</li> <li>i. Enforces Upward Bound rules and regulations</li> <li>j. May transport participants to and from scheduled activities and appointments (staff aged 21 and older only).</li> <li>k. Perform various administrative duties including room inventories, key control, check in/check out, and program records compilation</li> <li>l. Performs other duties as assigned by the Residential Coordinator, Assistant Residential Coordinator, Academic Advisors, or Project Director.</li> </ul>
<b>Qualifications:</b>	<p>Recognizing the importance of peer role models, the Upward Bound Program makes a concerted effort to employ personnel who have overcome barriers similar to those confronting our participants. A RA should have:</p> <ul style="list-style-type: none"> <li>• At least one year's experience working in a TRIO Program or other similar program and/or be a former TRIO participant.</li> <li>• Be familiar with secondary school students and the difficulties they face.</li> <li>• Completed at least one semester of college and be enrolling in college or graduate school again in the fall.</li> <li>• First Aid and CPR certification (expires after 8/7/09)</li> </ul> <p>Beneficial qualifications include:</p> <ul style="list-style-type: none"> <li>• A demonstrated ability to supervise low-income, first generation high school students of varied racial and ethnic backgrounds.</li> <li>• A demonstrated ability to work in a team situation with residential and academic staff.</li> <li>• Prior experience in planning activities for a summer program.</li> <li>• Familiarity with College of the Redwoods procedures and policies.</li> <li>• A valid driver's license.</li> </ul>
<b>Salary:</b>	Starts at \$8.80/hr. Additional years are paid 9.03/hr, plus room and board.
<b><i>Summer staff may not hold other jobs or assume any other major commitments, including enrollment in college classes, during the summer session.</i></b>	



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