

Upward Bound Summer Staff 2009	Residential Advisor, Office Assistant (RA/OA)
Position Description:	The RA is a temporary staff member in residence during the summer program whose primary function is to provide supervision, support, and assistance necessary for the smooth operation of an UB summer residential program for about 60 high school students. Additionally, the RA/OA provides clerical assistance in the dorm office.
Preferred Dates of Employment:	June 15-August 7, 2009, (All RA's have June 29- July 4 off)
Duties:	<ol style="list-style-type: none"> a. Supervise and mentor a group of UB students on a day-to-day basis for the entire six-week session. b. Assist in developing of a sense of community among all UB students and staff. c. Conduct mentoring groups for students on at least a weekly basis. d. Identify needs and concerns of students and consult with academic staff and supervisor about remediation. e. Provide tutoring to students during evening study hours. f. Plan and present workshops during the new student orientation. g. Assist in the administration of standardized tests. h. Provide resource and referral information to residents. i. Participate in all staff training and development sessions held prior to the summer session and staff meetings held throughout the session. j. Assist in planning and implementing extra curricular activities. k. Enforce UB rules and regulations. l. Drive participants to and from scheduled activities and appointments (staff aged 21 or older only) m. Perform various administrative duties including room inventories, key control, check-in/check-out, USDA checklists, and program records compilation. n. Organize, maintain, clean the Dorm Office. Answer phones. Check out equipment. o. Perform other duties as assigned by the permanent UB staff, Residential Coordinator, and Assistant Residential Coordinator.
Qualifications:	<p>Recognizing the importance of peer role models, the UB 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"> • At least one year's experience working in a TRIO Program or other similar program and/or be a former TRIO participant. • Be familiar with secondary school students and the difficulties they face. • Completed at least one semester of college and be enrolling in college or graduate school again in the fall. • First Aid and CPR certification (expires after 8/7/09). <p>Beneficial qualifications include:</p> <ul style="list-style-type: none"> • A demonstrated ability to supervise low-income, first generation high school students of varied racial and ethnic backgrounds. • A demonstrated ability to work in a team situation with residential and academic staff. • A valid driver's license. • Prior experience in planning activities for a summer program. • Familiarity with College of the Redwoods procedures and policies.
Salary:	Starts at \$8.80/hr. Additional years are paid \$9.03/hr, plus room and board.
<i>Summer staff may not hold other jobs or assume any other major commitments, including enrollment in college classes, during the summer session.</i>	



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