Summer Job Announcement

Resident Advisor

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 12th, 2022, through July 22nd, 2022 (Residential Program)** May 23rd through May 27th, 2022 – Mandatory Training (other dates may apply) June 1st and June 2nd, 2022 – Student & Parent Summer Program Orientations April 23rd – June 10th, 2022, 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: • Based on university guidance, the position would be onsite. This position may require working in person or remotely • Supervise high school students in an academic and residential environment • Be responsible for groups of students throughout the summer • Be able to tutor students in high school level Reading, Writing, Foreign Language, Science & Mathematics • Maintain contact with your core group, counselors, & teachers • Collaborate and follow instructions as delegated by the Resident Supervisor and UB staff • Enforce dorm rules, carry out disciplinary procedures, and report situations to Resident Supervisor or UB staff • Develop/assist in the development of engaging and purposeful evening activities for students in a residential setting including trips and events (recreational, academic, & cultural) • Supervise students during mealtimes, activities and events • Maintain proper documentation & reports • Conduct self in a professional manner and be a positive role model for students • On call for 24 hours during the duration of the program • Create a positive learning atmosphere for students and collaboration amongst colleagues • Attend and contribute to regular staff meetings • Other duties as assign
Qualifications & Experience:	• Must have completed at least two years of post-secondary education by the end of Spring 2022 • Minimum 2.70 GPA • Have excellent leadership, supervisory, and interpersonal skills • Have good writing and communication skills • Experience working with students for diverse ethnic backgrounds, low-income and first-generation. • Be flexible, 100% available, enthusiastic, and friendly • Be familiar with laws relating to minors and CPS knowledge • Will be fingerprinted for criminal record and must pass background check
Salary:	$4,200 (includes training, parent/student orientation, residential program, summer preparation and close out). Room and board provided.
Deadline:	**Friday, April 27, 2022 @11:59pm or until filled**
To Apply:	Job announcement and application can be found on HireFresnoState, our website at fresnostate/upwardbound or can be picked up from our office (address below) 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 are welcome to apply.

Upward Bound is a department within the Division of Student Affairs and Enrollment Management.