# 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.