
CREIGHTON UNIVERSITY
CLASSIC UPWARD BOUND PROGRAM

2500 California Plaza, Omaha, NE 68178

Phone: **402-280-2958/280-2121** Fax: **402-280-3032/280-1214**

JOB SUMMARY: SUMMER ACADEMY ASSISTANT RESIDENT DIRECTOR

PURPOSE: To assist the Resident Director with the facilitation of the academic, social, and cultural enrichment of high school students by supervising the residential staff members who act as mentors, role models, and advisers of the participants.

2015 DATES: June 1-June 6 (Training); June 8- July 10 (Summer Academy) (room and board provided); End of Year Trip: Dates TBA.

DAYS OF WORK: Sunday evening through early Friday evening. (Participants go home every Friday evening and return on Sunday evening).

SUPERVISORS: Resident Director, Program Advisors, and Director

COMPENSATION: \$2,500-\$3,000 for the six week program including room, board, and travel, expenses, and all event admission fees (Pay dates are July 1, 2015 and August 1, 2015).

PRIMARY DUTIES

- Live in residence hall providing supervision to Residential Advisors and all Program participants in general
- Assist Residential Staff in establishing and maintaining positive, respectful, mentoring relationships with assigned group in particular and all participants in general.
- Develop, implement, and supervise a five-week schedule of recreational and social activities.
- Supervise entire population in general during short and extended field trips.
- Establish positive relationships with parents and other primary caretakers of Program participants.
- Assign responsibilities (dining hall supervision, on-call duty, hall duty, supervising evening activities, miscellaneous errands, etc.)
- Assist Resident Director with weekly dorm meetings with summer staff to implement activities that increase group cohesion, address particular group concerns, and promote open communication. Clarify, monitor adherence to, and enforce program policies and procedures with particular attention to rules governing student conduct.
- Conduct fire drills, tornado drills, building and room inspections, key and ID checks.
- Monitor visitor access to residence hall as well as participant movement in and out of the building and between floors.
- Conduct weekly training sessions and staff meetings with Resident Director and Program Advisors.
- Conduct weekly staff meetings and nightly updates with Resident Director and Resident Advisors.
- Collect participant behavior reports; submit weekly activity reports.
- Develop cohesive relationships with the instructors/tutors.
- Assure that participants complete homework.
- Provide mentoring support in academic classrooms, only when invited by the teacher.
- Attend weekly instructors meetings
- Assist in monitoring student behavior during Talent Performance.
- Other responsibilities as assigned by the Resident Director, Program Advisors or Program Director.

MINIMUM QUALIFICATIONS/REQUIREMENTS

- Junior class standing by the end of Spring Term 2015 with a verified 2.50 cumulative GPA at any accredited college or university.
- English proficiency (verbal, reading, and writing).
- Experience having lived in a residence hall (dormitory).
- Managerial experience
- Demonstrated maturity in use of appropriate leadership, communication, social and role modeling skills.
- Previous involvement with educationally at-risk, culturally diverse youth populations.
- Experience working with high school aged students.
- Commitments to helping students succeed in higher education.
- A valid driver's license with a good driving record is a plus!

- **SUBMIT RESUME WITH COVER LETTER TO ABOVE ADDRESS BY March 6, 2015!**