**PURPOSE:** To facilitate the academic, social, and cultural enrichment of high school graduates by being a mentor, role model, and adviser while assisting in the transition from high school to college. Bridge students are those Upward Bound participants who have graduated from high school and have the opportunity to take a course for college credit under the supervision and support of the Upward Bound program.

**2014 DATES:** June 1-June 6 (Training); June 8- July 11 (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).

**SUPERVISOR:** Resident 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, 2014 and August 1, 2014).

**PRIMARY DUTIES**
- Live in residence hall providing supervision to Bridge Program participants and all participants in general
- Establish and maintain positive, respectful, mentoring relationships with Bridge participants in particular and all participants in general.
- Develop, implement, and supervise a five-week schedule of recreational and social activities.
- Supervise assigned group in particular and entire population in general during short and extended field trips.
- Establish positive relationships with parents and other primary caretakers of program participants.
- Perform daily responsibilities (dining hall supervision, on-call duty, hall duty, supervising evening activities, miscellaneous errands, etc.)
- Conduct weekly meetings with summer staff to implement activities that increase group cohesion, address particular group concerns, and promote open communication. Assist in planning and implementing weekly dorm meetings.
- 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.
- Participate in weekly training sessions and staff meetings with Program Advisors.
- Participate in weekly staff meetings and nightly updates with Resident Director.
- Prepare participant behavior reports; submit weekly activity reports.
- Develop cohesive relationships with the instructors/tutors.
- Make students aware of tutor services; follow-up with tutoring services received; and hold weekly structured tutoring sessions
- Assure that participants complete homework.
- Provide mentoring support in academic classroom, only with permission from the professor.
- Met with each student individually to assess their academic progress and needs weekly
- Conduct or schedule educational workshops (study skills, college survival, etc.)
- Inform Bridge students of Upward Bound activities (Weekly outings)
- 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 2014 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).
- 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 3, 2014!