

POSITION SUMMARY: SUMMER ACADEMY RESIDENT ADVISOR

CREIGHTON UNIVERSITY
UPWARD BOUND PROGRAMS

2500 California Plaza (Labaj Building) Omaha, NE 68178
Phone: 402-280-2958/280-2121 Fax: 402-280-3032/280-1214

PURPOSE: To facilitate the academic, social, and cultural enrichment of high school students by being mentors, role models, and advisers while supervising participants.

2016 DATES: May 29-June 3 (Training); June 5- July 8 (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 evenings).

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, 2016 and August 1, 2016).

PRIMARY DUTIES

- Live in residence hall providing supervision to all program participants in general and to a specifically assigned group in particular.
- Establish and maintain 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 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.
- Uphold duty roster responsibilities (dining hall supervision, on-call duty, hall duty, supervising evening activities, miscellaneous errands, etc.)
- Attend 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.
- Assure that participants complete homework.
- Provide mentoring support in academic classroom, only when invited by the teacher.
- Assist in monitoring student behavior during Talent Performance, Career Exploration Program, etc.
- Wear appropriate business casual work attire including designated clothing items
- Other responsibilities as assigned by the Resident Director or Program Director.

MINIMUM QUALIFICATIONS/REQUIREMENTS

- Junior class standing by the end of Spring Term 2016 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, COVER LETTER, and TRANSCRIPT TO ABOVE ADDRESS BY**
March 14, 2016