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## POSITION SUMMARY: SUMMER ACADEMY BRIDGE RESIDENT ADVISOR

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### CREIGHTON UNIVERSITY UPWARD BOUND PROGRAMS

2500 California Plaza (Labaj Building) Omaha, NE 68178

Phone: 402-280-2959/402-280-3454 Fax: 402-280-3032

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

**2017 DATES:** June 4-June 9 (Training); June 11- July 14 (Summer Academy) (room and board provided); End of Year Trip: Week of July 9, 2017.

**DAYS OF WORK:** Sunday evening through early Friday evening. Bridge students are permitted to reside on campus over the weekends and some supervision may be necessary during those times.

**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, 2017 and August 1, 2017).

#### **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.
- Enforce Creighton University dormitory rules and regulations.
- 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 and sign-in sheets.
- Advocate for participant by communicating with the instructor(s)/tutors.
- Make students aware of tutor services; follow-up with tutoring services received; and hold weekly structured tutoring sessions.
- Assure that participants complete homework.
- Meet 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 weekly Upward Bound activities
- Assist in monitoring student behavior during Talent Performance, etc.
- Wear appropriate business casual work attire including designated clothing items
- Adhere to Creighton University social media policies with regard to participant communication
- 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 2017 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 & TRANSCRIPT TO ABOVE ADDRESS BY MARCH 10, 2017!**