
CREIGHTON UNIVERSITY UPWARD BOUND PROGRAMS'

SUMMER ACADEMY BRIDGE RESIDENT ADVISOR

2500 California Plaza (Labaj Building) Omaha, NE 68178

Phone: **402-280-3454** Fax: **402-280-3032**

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.

2023 DATES: June 3-7 (Training); June 9- July 12 (Summer Academy) (room and board provided); End of Year Trip: Week of July 13, 2024.

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 seven-week program addition to room, board, and travel, expenses, and all event admission fees (Pay dates are June 30, 2024 and July 31, 2024).

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 and entire population 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.)
- 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.
- Enforce Creighton University dormitory rules and regulations.
- Participate in weekly training sessions and staff meetings with Program Coordinators.
- 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) and/or 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 on and off-campus activities.
- Wear appropriate business casual work attire including designated clothing items
- Adhere to Creighton University social media policies with regard to participant communication
- Complete and document internship or practicum obligations/projects for approval
- Other responsibilities as assigned by the Resident Director, Program Coordinators or Program Director

MINIMUM QUALIFICATIONS/REQUIREMENTS

- Junior class standing by the end of Spring Term 2023 with a verified 2.50 cumulative GPA at any accredited college or university.
- 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.
- 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.
- A valid driver's license with a good driving record is a plus!

- **SUBMIT RESUME, COVER LETTER & TRANSCRIPT**