Resident Assistant for Summer 2013 Upward Bound Program

Upward Bound (UB) is a federally-funded TRiO program designed to help high school students overcome class, social, academic, and cultural barriers to higher education. All student participants will be the first in their families to go to college, meet income-eligibility requirements, and/or are academically at-risk, as defined by the U.S. Department of Education. Southwestern University UB Program is currently seeking one female and one male Resident Assistant for the one-week Residential Program (June 24-28, 2013), which is a part of a six week, fun-filled and academically-focused UB Summer Program at Southwestern University.

The Resident Assistant, in cooperation with the Director and Summer Program Assistant, will oversee the evening activities of approximately 26 UB rising high school juniors and seniors participating in activities and living in dormitories at SU. The Resident Assistant will be responsible for being highly visible and accessible to students at all times during work hours. Hours will be Monday through Thursday from 12:00pm to 12:00am, and Friday from 7:30am-12:30pm. A two-hour training and follow-up reflective session are also required. It is preferable for the RA to be available on campus on Friday, June 21st for job training purposes.

Qualifications

We are seeking individuals who will serve as positive role models, can develop good relationships with the participants, and will contribute to the participants’ academic, social, and cultural development.

1. Leadership, and role modeling skills.
2. Personal qualities; i.e. maturity, self-esteem, self-reliance, motivation, initiative, high energy level, and responsibility
3. Strong interpersonal skills
4. Sound judgment and the ability to trouble-shoot issues and problems as they arise.
5. Previous experience working with culturally, socio-economically, and ethnically diverse young people, or experience with camps and residential life preferred.
6. Good discipline record at Southwestern
7. A cumulative 2.5 or higher grade point average
8. Previous experience living in a residence hall preferred.
9. All applicants must pass a criminal background check.

Compensation

Free room and board from July 24 to July 28, which includes: Monday dinner through Friday breakfast. The pay is $7.25 per hour. Employment is conditional based on acceptable results of a background check.
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**Duties**

- Complete staff training prior to residential week.
- Chaperone student participants during recreational activities, mealtimes, on field trips, and during residential time in dormitories during specified hours.
- Supervise and assist in bed checks
- Monitor student behavior, enforce program rules and residence hall guidelines.
- Provide guidance, leadership, and mentoring to program participants.
- Assist the staff in identifying participants’ academic and personal counseling needs.
- Enforce program regulations and residence hall guidelines.
- Complete all paperwork by the date requested.
- Assist the UB staff in other program functions as assigned.
- Abide by program rules which prohibit staff from fraternizing with the participants, other resident assistants, or non-Upward Bound residents in the dormitory.

**Application Process**

Applicants must submit a completed application, resume, an unofficial academic transcript, and two letters of reference from an instructor, employer, staff member, or person who can speak to your abilities and/or character.

Applications due by Friday, April 26th, 2013.

Applications may be emailed, personally dropped off, or campus mail:
- Denise Garcia Simpson [garciasd@southwestern.edu](mailto:garciasd@southwestern.edu), Director of Upward Bound, Southwestern University
- Inter-office mail addressed to Upward Bound
- Physical location: Upward Bound is the corner of University Ave. and Maple St. (the white stucco building across from Cullen)