UPWARD BOUND
University of Hawaii at Hilo
200 W. Kawili Street, Hilo, Hawaii 96720-4091
(808) 974-7337

SUMMER ACADEMY
AFTERNOON/OVERNIGHT RESIDENTIAL ADVISER

The Upward Bound mission is to provide low-income and first-generation college bound high school students with the skills and motivation necessary to enter and succeed in a program of postsecondary education. In support of this mission participants are given an opportunity to reside on a college campus as an important component of the college preparatory experience.

Duties: Live-in and supervise high school participants in a residential hall on the UH-Hilo campus for 6 weekends during the summer. Accompany students during all program-sponsored activities and events while on duty, including meals, recreation and field trips, throughout the week, accounting for participants at all times. Address residential needs and concerns of participants. Maintain effective communication and cooperation with Resident Manager, Upward Bound central staff, University Housing and other personnel concerning issues pertaining to the well-being and safety of students. Conduct meal counts for USDA Food Service Program. Monitor student behavior and provide encouragement and constructive feedback to students. Write and submit incident reports for students who are in violation of the Upward Bound contractual Residential Agreement. Attend all training sessions and staff meetings, including individual meetings with the Residential Manager. Perform other duties as assigned by the residential manager or director.

Minimum Qualifications: High school diploma, one year of successful college experience and demonstrated commitment and ability to work with high school students. Ability to: communicate effectively with the supervisor, Upward Bound central staff, co-workers, program participants, the university community, the general public, and parents; and address student disciplinary matters in a professional manner. Note: Must complete First Aid and CPR certification, 15 passenger van driving training and, because this position works with minors, State of Hawaii law mandates that the potential employee successfully pass a criminal background. Some residential experience preferred.

Employment Conditions: Training May 21 - June 4; and dorm set-up June 4; work with students, June 5 through July 16; Shift: Sunday, 3:00 p.m. to 10:30 p.m., Monday through Friday, 6:30 a.m. to 7:30 a.m., Monday to Thursday, 2:30 p.m. to 10:30 p.m. On-call Sunday through Thursday; hence, must remain at the dorm overnight, 10:00 p.m. to 6:30 a.m. the next day. Note: This position is a live-in position that requires the residential advisor to be present in the residence hall and/or fieldtrip to provide student supervision at all times specified. Leaving residential students (minors) unsupervised at any time is a breach of the employment contract, a violation of UHH Housing regulation and the State Child Endangerment Code. Though on-call over-night, the residential advisor will not be paid for on-call hours unless the time accrued is for preauthorized program activities or emergency.

Rate of Pay: Commensurate with experience, minimum $9.45/hour (evening rate adjustment after 6:00 p.m.). Room provided and the meals provided while on duty.

To Apply: Apply on-line at http://www.uhh.hawaii.edu/academics/ub or in person at the Upward Bound office, Building 383 (Hale Aloha), Room 118, Hawaii Community College campus. A current resume, unofficial college transcript, two work-related/professional letters of recommendation, and a driver’s abstract must accompany the completed application. PRIORITY APPLICATION DEADLINE is April 8, 2011. Upward Bound will continue to accept applications through April 24, 2011 or until all positions are filled. For more information, please call Upward Bound at 974-7337.

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