The mission of Upward Bound 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 postsecondary program of education leading to attainment of a bachelor's degree. Student residence on a college campus is an important component of the college preparatory experience.

**Duties:** Serve as Residential Staff Leader: lead and/or participate in all residential staff training sessions; provide guidance and assistance to residential staff through individual and group meetings; implement activities to fulfill the goals of the residential experience; provide for a safe, secure, orderly and clean living experience; communicate with UB Director, university housing and other personnel on issues pertaining to the safety, security and well-being of students and residential staff; monitor and assessing student behavior, development, program issues and outcomes; keep accurate record of student and staff disciplinary infractions; attend one weekly Central staff meeting, and meet as needed, with the Director. Perform other duties as assigned by Upward Bound Office and Program Director.

**Minimum Qualifications:** Bachelor's degree from an accredited postsecondary institution; one year of documented successful experience supervising staff in a residential setting; demonstrated commitment and ability to work with educationally at-risk high school students; ability to communicate effectively with subordinates, co-workers, program participants, the university community, the general public and parents. Must complete First Aid and CPR certification, 15 passenger van drivers training, and pass State of Hawaii law criminal background check.

**Preferred Qualifications:** Some residential camp experience and/or Upward Bound employment experience.

**Employment Conditions:** Must: live in residence hall overnight, Sunday (June 14) through Friday noon (July 24); attend training from June 8 - 10; dorm set-up June 12; supervise students for the duration of the residential experience. Work Schedule: **Evenings,** Sunday through Thursday, 2:30 p.m. to 10:30 p.m.; **On-call,** Sunday through Friday, 10:30 p.m. to 6:30 a.m. the next day; and **Morning Duty,** Monday through Friday, 6:30 a.m. to 7:00 a.m. **On-call Pay** will not be received unless preauthorized by the director or is the result of an emergency. **Note:** This is an over-night live-in position that requires the employee to be present the in the residence hall and/or at all program sponsored events to provide student supervision unless excused by the Director. Residential students (minors) must be under supervised at any times, as required by UH System policy, Housing regulation and the employment contract.

**Rate of Pay:** Based on a 40 hour week, disbursed bi-weekly, commensurate with experience, (with an evening rate adjustment for work after 6:00 p.m.). Room and dinner meal provided while on duty.

**To Apply:** Applications are available on-line at [http://hilo.hawaii.edu/academics/ub/staff.php](http://hilo.hawaii.edu/academics/ub/staff.php) or in person at the Upward Bound office, Building 346, Ground Level, UH Hilo campus. A current resume, college transcript, three work-related/professional references and two letters of recommendation must accompany the completed application.

**PRIORITY APPLICATION DEADLINE:** February 27, 2015. Upward Bound will continue to accept applications until all positions are filled. For more information, please call Upward Bound at 932-7517.

*The University of Hawaii is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, national origin, gender, sexual orientation, age, or disability in any of its programs, policies, procedures, an/or practices.*