WEEKDAY RESIDENTIAL ADVISOR

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:** Under supervision of the Upward Bound Office: Supervise 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 Team Leader. Perform other duties as assigned by the Upward Bound Office.

**Minimum Qualifications:** High school diploma, one year of successful college-going experience; demonstrated commitment and ability to work with educationally at-risk high school students; ability to communicate effectively with superiors, 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:** Training from June 8 - 10; and dorm set-up June 12; work with students, June 14 through July 25; Day Shift: Monday through Friday, 6:30 a.m. to 3:00 p.m. **Note:** Although this position is not a live-in position, your presence is required in the residence hall throughout the day to provide student supervision during specified duty hours. 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.

**Rate of Pay:** Based on a 40 hour week, disbursed bi-weekly, commensurate with experience.

**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.

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