2016 SUMMER ACADEMY
UPWARD BOUND PROGRAM
University of Hawaii at Hilo
200 W. Kawili Street, Hilo, Hawaii 96720-4091
(808) 932-7517

WEEKEND 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:** Live-in and supervise high school participants in a residential hall on the UH-Hilo campus for 6 weekends during the summer. Supervise students during all program-sponsored activities and events, including meals, recreation and field trips, throughout the weekend, accounting for participants at all times; address residential needs and concerns of participants; maintain effective communication and cooperation with Residential Team Leader, Upward Bound central staff, University Housing and other personnel concerning issues pertaining to the well-being and safety of students; assist participants in meeting the meal requirements of USDA Food Service Program; monitor student behavior and provide encouragement and constructive feedback to students who are in minor violation of the residential and programs rules; write and submit incident reports for violation of rules and agreements; attend all training sessions and staff meetings, including individual meetings with the Residential Team Leader. Perform other duties as assigned by the Program Director and Program Coordinators.

**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:** Must: live in residence hall overnight, Saturday (June 12) through Saturday noon (July 23); attend training from June 6 - 10; dorm set-up June 10; supervise students for the duration of the residential experience. Work Schedule: Friday, 2:00 p.m. to 11:00 p.m., Saturday, from 7:00 a.m. to 11:00 p.m., Sunday, 7:00 a.m. to 4:00 p.m. The Weekend Residential Advisor is on-call Friday and Saturday from 11:00 p.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. Leaving residential students (minors) unsupervised at any time is a violation of the required 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 meals 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 29, 2016. 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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