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.

Residential Manager Duties: Live-in residential hall 6 weeks and supervise residential staff who serve as advisors/mentor for approximately 100 high school students during the summer; provide leadership to accomplish the goals of the residential experience; address residential needs and concerns of students; maintain effective communication with Upward Bound central staff, university housing and other personnel on issues pertaining to the safety and well-being of students and residential staff; assure the good condition of the residence hall; provide guidance and assistance to residential staff through individual and group meetings and monitor staff and student behavior; resolve and keep accurate record of student and staff disciplinary infractions; lead and/or participate in all residential staff training sessions and meetings; attend Central staff meetings weekly or as needed; and; perform other duties as assigned by the director. The Residential Manager reports directly to the Upward Bound Director.

Minimum Qualifications: Bachelor's degree from an accredited postsecondary institution; one year of documented successful supervisory experience working in a PSE residential setting; demonstrated commitment and ability to work with high school students; communicate effectively with subordinates, co-workers, program participants, the university community, the general public and parents; supervise and manage a staff. CPR, first aid and 15 passenger van certification required. Note: Must pass State of Hawaii law mandate criminal background.

Employment Conditions: Training preparation May 24 through 28, RA training June 1 - June 4 and dorm set-up June 5; work with students June 6 through July 17; Shift: Sunday, 4:00 p.m. to 10:00 p.m., Monday through Friday, 6:30 a.m. to 7:30 a.m., Monday to Thursday, 3:30 p.m. to 10:00 p.m. On-call Sunday through Friday, 10:00 p.m. to 6:30 a.m. Note: This position is a live-in position that requires the residential manager 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 manager 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 $14.10/hour (evening rate adjustment for work hours after 6:00 p.m.). Room and dinner meal provided while on duty.

To Apply: Applications are available on-line at http://www.uhh.hawaii.edu/academics/ub or in person at the Upward Bound office, Building 383 (Hale Aloha), Room 118, on the Hawaii Community College campus. A current resume, unofficial college transcript, and three work-related/professional references must accompany the completed application. PRIORITY APPLICATION DEADLINE April 16, 2010. Upward Bound will continue to accept applications through April 23, 2010 or until the position is filled. For more information, please call Upward Bound at 974-7337.

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.