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

OVER-NIGHT WORKWEEK 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 Lead Residential Advisor: Supervise students during all program-sponsored activities and events, including dinner meals, recreation and field trips, throughout the week, accounting for participants at all times; provide tutoring assistance as needed; address residential needs and concerns of participants; maintain effective communication and cooperation with Resident 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 Residential Team Leader and Program Director.

**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 driving training. **Preferred Qualifications:** Some residential camp experience and/or Upward Bound employment experience. **Note:** Must pass State of Hawaii law mandate criminal background.

**Employment Conditions:** Must: live in residence hall overnight, Sunday (June 2) through Friday noon (July 12); attend training TBA; dorm set-up June 3 - 5; supervise students for the duration of the residential experience. **Work Schedule:** **Evenings,** Sunday through Thursday, 3:30 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 7:30 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:** Lump sum, based on a 40 hour work 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://www.uhh.hawaii.edu/academics/ub](http://www.uhh.hawaii.edu/academics/ub) or in person at the Upward Bound office, College Hall, Room 345, UH Hilo campus. A current resume, college transcript, and three work-related/professional references must accompany the completed application. **PRIORITY APPLICATION DEADLINE January 31, 2013.** Upward Bound will continue to accept applications until all positions are filled. For more information, please call Upward Bound at 974-7337.

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