JOB DESCRIPTION

Position Title: Resident Assistant (RA)- Pacific Islander Summer Bridge Program
Hourly Wage: $10.00
Hours Bi-Weekly: 12 hrs (Spring 2013 for training & prep), 80 hrs (August 4 – 17, 2013)
Reports to: Vidalino Raatior, Director, PISC

Purpose
The Pacific Islander Student Center (PISC) facilitates the success of Pacific Islander students in higher education at University of Hawaii at Hilo. The Center administers a series of services and programs including academic support, community outreach, lectures, summer bridge, and serves as the home-away-from-home for Pacific islander students both US-born and those from the U.S.-affiliated island nations of FSM, Palau, Marshall Islands, Guam, CNMI, and American Samoa.

The Pacific Islander Summer Bridge Program (PISB) is a 9-day intensive college preparation program to introduce first-year students to college-level expectations. Specifically designed for Pacific islanders, the program includes a variety of learning activities, workshops, lectures, tours, and fun social events all designed to help a high school graduate or community college transfer student make the appropriate transition to college life at UH Hilo.

Essential Duties & Responsibilities
Supervise PISB participants during all program-sponsored activities and events including 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, PISC central staff, University Housing and other personnel concerning issues pertaining to the well-being and safety of students; 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 PISC Educational Specialist and the PISC Director. Rate of Pay: Based on a 40 hour week, disbursed bi-weekly, commensurate with experience. Room and meals provided while on duty during the duration of the residential portion of the PISB.

Employment Conditions
This is an over-night live-in position that requires the employee to be present in the residence hall and/or at all program sponsored events to provide student supervision unless excused by the Director. The following are some of the required dates of paid training, preparation, and employment dates.

- PISB Student Staff Training & Prep (total 5 hrs) throughout April, 2013
- PISB Student Staff Training Day (total 6 hrs) on Saturday, April 20, 2013, 9:00 am – 3:00 pm, PISC
- Return to campus to start prep on Thursday, August 5, 2013 (housing not provided)
- Move-in to Residence Hall on August 8, 2013, Move-out August 17, 2013
- Supervise / support PISB participants for the duration of the residential experience (August 8 – 17, 2013)
- On-call during the duration of the residential program
- Duties as assigned

Minimum Qualifications
Pacific Islander undergraduate student, enrolled in at least half-time at UH Hilo, team player, one year of successful college-going experience; demonstrated commitment and ability to work with Pacific Islander students; ability to communicate effectively with superiors, co-workers, program participants, the university community, the general public and parents. Preferred Qualifications: 15 passenger van driving training certification. Some residential campus experience and/or AANAPISI employment experience.

To Apply
Email a cover letter and resume to Vidalino Raatior (raatior@hawaii.edu) at the Pacific Islander Student Center, CC 307 with Subject Line: “PISB – Resident Assistant.” Deadline: March 10, 2013