UPWARD BOUND

RESIDENTIAL ADVISOR
Salary $11.00/hour | Sunday – Friday
Includes room and board for six weeks!
Position Dates: June 14 - July 30, 2016
Application Deadline: April 15, 2016

Program Description:
Upward Bound (UB) is a federally-funded college prep program that provides support services to high school students from disadvantaged backgrounds who want to go to college. One of the services provided is a six-week residential summer program at Cal Poly that serves 50 college bound students from local area high schools.

Position:
The Upward Bound program seeks college students as Residential Advisors (RA) to supervise and mentor approximately 50 high school students. Each Residential Advisor is assigned a group of 12-14 students. The RA’s live in the residence hall for a total of six weeks during our summer program.

Work hours (29 – 40 hrs. per week):
Sunday: 5 – 10 p.m.
Mon - Thurs: 6 – 8 a.m., 12 – 1 p.m., and 5 – 10 p.m.
Friday: 6 – 8 a.m., varying hours in between for field trip and activities, and 4 – 6 p.m.

Qualifications:
• Completion of a minimum of two years of college.
• Must be able to reside in residence hall with Upward Bound students.
• Have high level of maturity, be self-disciplined, and able to work on a team.
• Ability to effectively work, communicate, and relate with high school youth while maintaining professional boundaries and demonstrating authority.
• Familiarity with and sensitivity to the needs of low-income and first-generation students.
• Previous Upward Bound staff experience highly desirable.
• Be willing to submit to a background check and Live Scan.

Duties:
• Supervise students to ensure their safety and well-being and enforce summer program rules as necessary.
• Assist in monitoring students’ arrivals on Sunday evenings and departures on Friday evening.
• Promote and foster teamwork among the staff and students.
• Assist in the planning, organizing, and implementing of recreational, social, and cultural events and/or activities and participate in the events.
• Follow Upward Bound summer staff policies and procedures and participate in training and other staff meetings as required.
• Maintain discipline and balanced relationships in the residence hall and all other areas of the program.
• Ensure general hall maintenance and cleanliness.
• Complete CPR certification (will be provided during staff training).
• This position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act, and is required to comply with those requirements under California law.

Important Dates in 2016:
April 15 - Applications due
April 20 - Interviews begin
June 14-17 - Mandatory training (time TBD)
June 18 - Staff move-in day
June 19 - Students move-in
July 4 - No classes. Students return Monday evening
July 29 - Summer program ends, students move out
July 30 - Staff moves out

How to Apply:
Download the employment application from our website: http://sas.calpoly.edu/employment/index.html#ub
Return the completed application to Student Academic Services, Cal Poly, Building 81.
If you have any questions, please contact Susie Lerma, Director of Upward Bound:
Phone: 805-756-2301 - Email: calpolyupwardbound@gmail.com

UNLIMITED POSSIBILITIES