UPWARD BOUND

RESIDENTIAL DIRECTOR
Salary $13.50/hour | Sunday – Friday
Includes room and board for six weeks!
Position Dates: June 14 - July 30, 2016
Approximately 40 hrs. per week
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 that serves 50 college bound students from local area high schools.

Position:
The Upward Bound program at Cal Poly seeks two Residential Directors to supervise 50 students and 4 staff living in the residence halls during the six-week summer program. The Residential Directors are in charge of all aspects of the residence hall where the residential staff and the student participants reside. The Residential Directors ensure that Residential Advisors (RA’s) are taking responsibility and properly supervising their groups.

WORK HOURS: (Shifts will be every other day. Hours may vary depending on your shift.)
Sunday: 5 p.m. – 12 a.m.
Mon - Thurs: 12 a.m. - 8 a.m. and 6 p.m. - 12 a.m.
Friday: 6 a.m. - 7 p.m.
The Residential Director is required to be on-call (paid) every other night and respond to emergencies and student or staff needs throughout evening hours of 10 p.m. - 8 a.m. Sunday through Thursday. Additional hours may be required for staff meetings and various activities.

Qualifications:
• B.A. or B.S. degree.
• Must be able to reside in residence hall with Upward Bound students and RA’s.
• Ability to respond to emergencies and use good judgment in making decisions.
• Must possess strong leadership and organizational skills, have a high level of maturity, be self-disciplined and able to work on a team.
• Ability to relate to adolescents while maintaining professional boundaries and demonstrating authority.
• Familiarity with and sensitivity to the needs of low-income and first-generation students.
• Must be willing to submit to a background check and Live Scan.
• Preferred: Minimum of one-year residential advisor experience, previous UB staff experience.

Duties:
• Supervise students to ensure their safety and well-being.
• Monitor students’ behavior and enforce summer program rules as necessary.
• Promote and foster teamwork among the staff and students. Collaborate with other RD & RAs, plan and run weekly staff meeting.
• Maintain appropriate, professional boundaries with students and staff.
• Assist in the supervising, planning, and implementation of recreational events and activities.
• Maintain discipline and balanced relationships in the residence hall and all other areas of the program.
• Maintain all student medical and attendance logs in the residence hall.
• Participate in residential life and recreational activities.
• Participate in training and other staff meetings. Complete CPR certification (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
April 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, contact Susie Lerma, Director of Upward Bound: 805-756-2301 or Email: calpolyupwardbound@gmail.com

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