



RESIDENTIAL ADVISOR

**\$2500 *Rate for six weeks
Plus Room and Board**

(Anticipated pay rate; all California wage and hourly laws will be followed)

The Upward Bound summer program employs college students as Resident Advisors to supervise, advise and tutor approximately 50-70 high school students from low-income families and high school students from families in which neither parent holds a bachelor's degree. Each Resident Advisor is assigned a group of 10-14 students. The Resident Advisor lives in the residence hall for a total of six weeks and reports directly to the Resident Director. The Resident Advisors' duties include, but are not limited to the following:

- Supervise students to insure their safety and well-being **24 hours a day** (3:00 p.m. on Sunday through Friday at 7:00 p.m.).
- Build and maintain collegiality and teamwork among the Residential Advisors and Resident Director.
- Assist in planning, organizing and implementing of recreational, social and cultural events and activities.
- Maintain discipline and balanced relations in the residence hall and all other areas of the program.
- Ensure general hall maintenance and cleanliness.
- Supervise students in the residence hall during silent study hours Monday-Thursday 8-10 p.m.
- Participate in all program field trips, residential life and recreational activities.
- Monitor and evaluate students' academic and social progress and provide weekly written evaluations.
- Required to be on call 24 hours per day (3:00 p.m. Sunday through Friday at 7:00 p.m.)
- Become familiar with and follow Upward Bound Summer policies and procedures.

QUALIFICATIONS:

- Completed *no less* than two years of college preferred.
- Good academic standing (GPA.>2.0).
- Possess a valid CA identification.
- CPR Certification (will be provided during RA training).
- Possess strong leadership skills.
- Possess effective oral and written communication skills.
- Possess good organizational skills.
- Experience supervising adolescents in a residential setting.
- Previous Upward Bound staff experience highly desirable.
- Bilingual Spanish/English ability highly preferred.

***** Selected applicants will be fingerprinted. *****

PLEASE NOTE: The program schedule will be busy and will not conform to an 8:00 am – 5:00 pm schedule. Attendance in Summer Quarter classes is not recommended. The **mandatory training is tentatively scheduled from June 20-22, 2012.** CPR training will be provided free of charge. If you are unable to attend CPR certification at the time provided, you will be required to complete the training on your own (usually a minimum cost of \$50). **If you are unable or unwilling to be CPR certified, you will not be eligible for employment consideration.** The summer program will be from June 16-July 27, 2012.

******There are multiple positions available. These are, live-in, contract positions starting in June, with the possibility of reappointment for a maximum of one additional year (maximum two year appointment)******

HOW TO APPLY:

Download the employment application from our website located at www.sas.calpoly.edu/ub/jobpost.html Return the completed application to Student Academic Services Cal Poly, Building 81. If you have any questions please call (805) 756-2301 and ask for Stephany Martin or Luis Gonzalez.

Application Deadline: March 30, 2012 5:00 p.m.

*Rate will be broken into three payments paid bi-weekly. Payment will be reviewed with actual hours worked to ensure compliance with all federal and state wage and hour laws for minimum wage and overtime compliance.