

UPWARD BOUND
Student Academic Services
A Division of Student Affairs

RESIDENTIAL DIRECTOR

\$3500 *Rate for six weeks

Plus room and Board

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

The Residential Director is in charge of all aspects of the residence hall in which the residential staff and the student participants reside. The Residential Director reports directly to the Upward Bound Director and duties include but are not limited to the following:

- Supervise students to insure their SAFETY and well-being 24 hours a day.
- Build and maintain collegiality and teamwork among the residential staff.
- Supervise, assist and advise residential staff in establishing and maintaining necessary discipline and harmonious relations in the residence hall.
- Assign and supervise the residential staff in planning, organizing and implementing of social, cultural and recreational events and activities for student participants.
- Motivate student participants toward higher education.
- Manage the residence hall premises and grounds to assure the safety and well being of all the students and staff. Ensure general hall maintenance and cleanliness.
- Maintain communication between the Upward Bound Director and Coordinator and Residential Staff and meet with them as needed.
- Assist the residential staff to encourage and support the student participants in their academic work, social activities, meetings and cultural events.
- Provide direction to the residential staff, including residential instructors, to work cooperatively in all academic and tutoring activities with student and tutors in the residence hall.
- Participate in all program field trips and residential life and recreational activities.
- Direct residential staff to monitor and evaluate assigned students academic and social progress and provide weekly written evaluations.
- Prepare reports and summaries of residential activities as assigned by the Upward Bound Director. Maintain records and chronological documentation related to the residential component of the program.
- Be on-call 24 hours per day (3:00 p.m. on Sunday through Friday afternoon at 7:00 p.m.). During off hours you will be on call, but free to assume normal activities as long as you can respond within a twenty to thirty minute window of time.



QUALIFICATIONS:

- Minimum one year residential advisor experience with Upward Bound, similar youth program or with Housing and Residential Life at Cal Poly;
- Required BA/BS degree or graduate level status.
- Must possess strong leadership skills.
- Experience in supervising staff in a residential setting highly desirable.
- Previous Upward Bound staff experience highly desirable.
- Must have effective oral and written communication skills.
- Must possess good organizational skills.
- Bilingual Spanish/English preferred.
- A valid form of identification required.
- CPR Certification is a mandatory requirement (training will be provided).

Selected applicants will be required to 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.

MANDATORY DATES:

Additionally, the Residential Director is required to participate in the **mandatory RA training tentatively scheduled for June 20-22, 2012.** The summer program will be from June 16-July 27, 2012.

**** This is a live-in, contract position starting in June, with the possibility of reappointment for a maximum of two additional year (maximum three 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.