



Job Announcement - SUMMER 2019

Resident Advisor

Program Description

Upward Bound is a federally funded college-prep program created by the Higher Education Act of 1965 for high school students who are from low-income families and/or are potential first-generation college students. The goal of the program is to develop in participants the skills and motivation needed for success in post-secondary education. Reedley College has had an Upward Bound Program since 1992. During the academic year, the program serves 405 high school students in the Reedley and Madera communities.

During the summer, 300 students in grades 9-12 participate in a 6-week summer program. The program includes classes, electives, dorm activities, tutoring, field trips, and social programming. There are six programs where 2 programs stay at the dorm for two weeks at a time. The students reside in dormitories at Reedley College from Sunday evening to Thursday afternoon with Friday field trips.

Overview of Work Dates for the Upward Bound Summer Program:

First day of work: 9:00 A.M. on Monday, June 4th, 2019

Last day of work: Friday, July 18th, 2019, at approximately 8:30 pm.

Weeks	Dates
Training Week*	June - 4th, 5th, 6th
6 Weeks	June 10th - July 18th

*Training dates are mandatory

Notes:

- RAs that stay in the dorms will be required to be on call to assist with emergencies.
- Opportunities to chaperone on Field Trips will be assigned.
- Training Dates of June 4th, 5th, and 6th are MANDATORY.

RESIDENT ADVISOR

A. Job Responsibilities

The primary objective of the residential positions is to ensure the well-being of the students in their charge, especially in regards to safety, morale, discipline, interpersonal relationships within the group, and application to studies.

Since students are minors, the program staff has the responsibility for constant and close supervision to ensure students' well-being. Beyond supervision, staff are required to do planning and preparation to lead or actively participate in all extra-curricular activities as well as some classes. Unlike the position of a college RA, this job requires continuous interaction with students and allows **little to no personal time** while students are under your care. *To be most successful, resident advisor/tutors must be dedicated to working with the young people, demonstrate extraordinary patience and stamina, and have the flexibility to work when the students need them.*

B. Residence Hall

RAs are required to reside at the Reedley College Residence Hall and provide supervision for students in the program from Sunday to Thursday. Resident Advisors are on-call during the night hours. A Night Resident Hall (Resident Advisor) is on duty from 10:30PM -7:30AM.

- Provide personal, social, or skill development programming for Upward Bound High School students and work in conjunction with other residential staff to provide similar programming to the whole group of students. Meet with the Head RA on a daily basis to plan and communicate.
- Regulate student behavior and take disciplinary action according to the program discipline code. Communicate all problems promptly to the Head RA, the Academic Advisor and/or Director.
- Ensure that there is no traffic between the girls' and boys' floors.
- Monitor conditions of the dorm rooms and report any problems.

C. Tutoring

- Work with Tutors and other staff to help supervise students during tutorials hours.

D. Activities

- Attend daily and weekly staff meetings.
- Provide or assist with an elective activity and an athletic activity.
- Supervise students during all meal times, free times, elective activities, athletic activities, study hours, and Friday field trips (if needed).
- Be on call to assist with emergencies.
- Accompany students who need to seek medical attention.
- Collect and be responsible for all room keys.
- Gather and return funds, equipment, vehicles, or supplies used in program activities.
- Run errands; shop for supplies; set out and clean up after some meals.
- Attend mandatory staff training dates: June 4th, 5th, and 6th.
- Transport students in passenger vans (if over 21 years old) as needed.

E. Expectation for Participation

- Maintain appropriate boundaries with students at all times.
- Model appropriate behavior; model participation in activities.
- Positively reinforce appropriate behavior and restrict student behaviors, which are inappropriate; respond to any student's gross motor, verbal, or emotional behaviors, which may jeopardize the safety of the students or others.
- Memorize and enforce all program rules.
- Take responsibility for the safety of the students you supervise.
- Promptly communicate needs and concerns to appropriate staff.

F. Qualifications

- College Student enrolled in at least 6 units
- Residential Advisor experience preferred
- Prefer experience working with socio-economic disadvantaged youth
- 2.5 GPA or higher

G. Salary Range

- Pay Rate starts at \$12.00 per hour (depending upon experience)

H. Deadline

Applications will be accepted until all positions are filled. **Priority deadline is Friday, March 8th, 2019.** Applications not submitted by the priority deadline will not be guaranteed an interview.

I. Application Process

- Candidates should complete a **“Summer Resident-Tutor Advisor Application.”**
- Include **unofficial college transcripts.**
- Include **Resume.** Resume optional for first time applicants. **Mandatory for returning applicants.**
- For all candidates selected in the initial screening, in person or remote **interview will be required.**
- Submit applications or ask questions at:

Reedley College	Madera Center
Upward Bound Programs Reedley College (Room CSS-2) 995 N. Reed Ave. Reedley, CA 93654	Upward Bound Programs Madera Community College Center (Room R-2A) 3027 Avenue 12 Madera, CA 93638
Office: (559) 637-2535	Office: (559) 675-4842
beto.carbajal@sccd.edu	marisol.patino@sccd.edu

EQUAL OPPORTUNITY STATEMENT

State Center Community College District is an Equal Opportunity Employer. It is the policy of State Center Community College District to provide all persons with equal employment and educational opportunities without regard to race, ethnicity, national origin, gender, age, disability, medical condition, marital status, religion, or other similar factors as defined by law. We are a Title 5 Employer.



Job Announcement - SUMMER 2019



Tutor Advisor

Program Description

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During the summer, 300 students in grades 9-12 participate in a 6-week summer program. The program includes classes, electives, dorm activities, tutoring, field trips, and social programming. There are six programs where two programs stay at the dorm for two weeks at a time. The students reside in dormitories at Reedley College from Sunday evening to Thursday afternoon with Friday field trips.

Overview of Work Dates for the Upward Bound Summer Programs:

First day of work: 9:00 A.M. on Monday, June 4th, 2019 (Mandatory Training Week)
Last day of work: Friday, July 18th, 2019, at approximately 8:30 pm.

Table with 2 columns: Weeks, Dates. Rows: Training Week* (June - 4th, 5th, 6th), 6 Weeks (June 10th - July 18th)

*Training dates are mandatory

Notes:

- Opportunities to chaperone on Field Trips will be assigned.
• Training Dates of June 4th, 5th, and 6th are MANDATORY.
• Work Hours vary depending on the positions available but not to exceed 40 hours per week.

TUTOR ADVISOR

A. Job Responsibilities

The primary objective of the tutor positions is to ensure the well-being of the students in their charge, especially in regards to safety, morale, discipline, interpersonal relationships within the group, and application to studies.

Since students are minors, the program staff has the responsibility for constant and close supervision to ensure students' well-being. Beyond supervision, tutors are required to assist teachers in the classroom, assist students with their academics, and help in other tasks as needed. This summer job requires continuous interaction with students and allows **little to no personal time** while students are under your care. *To be most successful, tutors must be dedicated to working with the young people, demonstrate extraordinary patience and stamina, and have the flexibility to work when the students need them.*

B. Residence Hall

- Chaperone students to and from the Reedley College Dorms as needed.
- Assist Residence Advisors with student supervision when checking-in or out of the dormitories.
- Collaborate with Resident Advisors to keep communication in regards to student incidents or safety.

C. Tutoring

- Work with fellow Tutors and other staff to help supervise students during tutorials hours.
- Assist teachers during class with student attendance, in class tutoring, after class tutorials and more.

D. Activities

- Attend weekly staff meetings.
- Provide or assist with an academic hands-on activity.
- Supervise students during meal times, free times, elective activities, study hours, and Friday field trips (if needed).
- Accompany students who need to seek medical attention to the nurse's office.
- Help office staff keep track of class rosters and other student documents.
- Gather and return funds, equipment, vehicles, or supplies used in program activities.
- Run errands; shop for supplies; set out and clean up after some meals.
- Attend mandatory staff training dates: June 4th, 5th, and 6th.
- Transport students in passenger vans (if over 21 years old) as needed.
- Bus duty in the mornings or afternoons as needed.

E. Expectation for Participation

- Maintain appropriate boundaries with students at all times.
- Model appropriate behavior; model participation in activities.
- Positively reinforce appropriate behavior and restrict student behaviors, which are inappropriate; respond to any student's gross motor, verbal, or emotional behaviors, which may jeopardize the safety of the students or others.
- Memorize and enforce all program rules.
- Take responsibility for the safety of the students you supervise.
- Promptly communicate needs and concerns to appropriate staff.

F. Qualifications

- College Student enrolled in at least 6 units
- Tutoring experience preferred
- Prefer experience working with socio-economic disadvantaged youth
- 3.0 GPA or higher

G. Salary Range

- Pay Rate starts at \$12.00 per hour (depending upon experience)

H. Deadline

Applications will be accepted until all positions are filled. **Priority deadline is Friday, March 8th, 2019.** Applications not submitted by the priority deadline will not be guaranteed an interview.

I. Application Process

- Candidates should complete a “**Summer Resident-Tutor Advisor Application.**”
- Include **unofficial college transcripts.**
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SUMMER RESIDENT - TUTOR ADVISOR APPLICATION



Position Applying For: Resident Advisor Tutor Advisor Both

Name: _____ Date: _____

College/University Currently Attending: _____ Student ID: _____

Major/Career: _____ Expected Graduation Date: _____

Current Address: _____
Number Street City State Zip

Date of Birth: _____ Sex: Male Female

Phone Number: (_____) _____

Email Address: _____ Current G.P.A. _____

(Tutor Advisors: minimum 3.00 G.P.A , Residential Advisors: minimum 2.5 GPA)

1. Have you been convicted of any crime other than a minor traffic violation? Yes No
If yes, please explain below or on a separate piece of paper - This will not automatically disqualify you.

2. Do you have a valid driver's license? Yes No

If yes, drivers over 21 may be assigned to drive students to their internship sites using college vehicles. Are you eligible to perform this task? Yes No

3. Have you ever been the subject of an investigation for child abuse or neglect? Yes No
If yes, please explain:

ALL EMPLOYED UPWARD BOUND STAFF WILL BE FINGERPRINTED FOR BACKGROUND CHECK

If applying for a Tutor Position, what academic subjects can you tutor?

EDUCATIONAL BACKGROUND:

Education (High School, Vocational, College) start with present school ending with High School.

<u>School Name</u>	<u>Dates Attended</u>	<u>College Units / Degree Completed</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

WORK EXPERIENCE:

Work, volunteer, internship experience starting with your most recent:

<u>Employer Corp/Name</u>	<u>Dates Worked</u>	<u>Position Title</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

REFERENCES:

List three (3) references not related to you (references will be called):

<u>Name</u>	<u>Relationship to you</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

___ Yes ___ No Have you read the 3-page job description for the position of Resident Advisor or Tutor Advisor?

___ Yes ___ No Do you believe you can satisfactorily fulfill all duties and expectations as described? If no, please explain below.

Signature: _____

Date: _____

RESIDENTIAL/TUTOR ADVISOR APPLICATION

SUPPLEMENTAL QUESTIONNAIRE

On a separate paper, please type your answers to the following questions:

(Please answer all questions in complete sentences.)

1. What experience do you have in working with or helping high school students? (experience not required for this position)
2. Do you have any obligations that may limit your availability to work for us in the summer such as college classes or another job? If so, please explain.
3. In detail, please describe a physical or academic activity you would organize for the students to participate in, using the following guidelines: Purpose, materials needed, activity format, and length of time.

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