

**UPWARD BOUND
RESIDENTIAL ADVISOR/TUTOR MENTOR
JOB ANNOUNCEMENT**

DATE POSTED:	January 2017
POSITION:	RESIDENTIAL ADVISOR/TUTOR MENTOR (4 positions)
SALARY:	\$500 - \$600 per week, plus free room and board (residential only) Hourly pay during weeks of commuter sessions (see dates below)
FINAL FILING DATE:	Open Until Filled
PROGRAM/DEPARTMENT:	CSUN UPWARD BOUND PROGRAM

PROGRAM DESCRIPTION:

Upward Bound at California State University, Northridge is a federally funded TRIO program funded by the U.S. Department of Education and provides educational assistance; academic advisement; college and career planning; educational and cultural fieldtrips; and tutoring to low-income, first generation high school students.

The six week summer program consists of intense academic, motivational, cultural, career and social activities. Participants are given direct exposure to the demands of college living; have the unique opportunity to increase awareness; and learn to respect people of different cultural/ethnic backgrounds. The most vital aspect of the summer program is that participants prepare for the rigor of college study by facing academic challenges beyond what is presented in traditional public high schools. Upward Bound participants are uniquely chosen to participate in the program and have been selected for their motivation to succeed in school and attend post-secondary education. All participants are from low income and/or first generation backgrounds.

QUALIFICATIONS:

- Must be current CSUN sophomore, junior, senior or graduate student in good standing and have a minimum GPA of 2.7 with knowledge in one of the following subject areas: Algebra I & II, Geometry, Pre-Calc/Calc, Technology, Physics, Chemistry, Biology, and Literature/Creative Writing/English)
- Ability to mentor high school students in a **24 hour** residential environment
- Able to tutor high school students in one or all of the disciplines stated above
- Possess good interpersonal skills, communication, and a **positive attitude/energy**
- Be energetic and motivated to mentor/tutor low-income and first generation students from diverse backgrounds
- Able to work as a team member with all UB staff and other RA's
- Create and implement activities for summer participants
- Represent the Upward Bound program with the utmost professionalism and respect
- Must agree to and satisfactorily complete a criminal records check

RESPONSIBILITIES:

Under the general supervision of the Director of TRIO programs, Assistant Director of TRIO programs, Program Coordinator, and Head RA, the specific duties and responsibilities of the Residential Advisor/Tutor shall include, but are not limited to the following:

Resident Advisor/Tutor Mentor* Responsibilities

- Encourage students' personal, social and academic development
- Mediate conflict situations when needed (i.e., roommate conflicts, community issues, etc)
- Respond to and document all inappropriate student behavior and violations of UB rules and regulations
- Resident Advisors are expected to reside and sleep in their assigned housing Sunday through Thursday night
- Serve as a role model and mentor to participants

- Supervise participants at recreation, co-curricular activities, and meals
- RA's are expected to plan and implement various activities for the residents
- RA's must encourage students to maintain cleanliness of all living areas
- RA's are responsible for the security and safety of UB participants
- Provide academic assistance to assigned tutees, either in a group or individual setting
- Establish liaison with summer instructor and work under the teacher's direction to assist the students
- Help students develop the study skills necessary for academic success by providing study skills (i.e., time management, note-taking, textbook reading, test-taking) workshops when appropriate
- Assist students in achieving a better understanding of specific subject material and in improving academic capabilities in designated areas
- Assist program participants in the completion and review of homework and in-class assignments
- Maintain neat, up-to-date, accurate, and complete records of student contacts and progress
- Meet with UB Program Coordinator daily/weekly to ascertain participant's progress and address any concerns
- Additional duties may be assigned

REQUIREMENTS:

-Candidates applying for RA positions should be available from June 11– July 21, 2017

-Candidate must be available to attend training (May 30 – June 2 & June 5 – 9, 2017) prior to the start of the summer program; and available for residential component beginning June 11 – June 16 & July 17-21, 2017 (dates subject to change).

Candidate may serve as a tutor during summer commuter weeks (June 19 - July 14) at an hourly rate with limited hours.

UB Resident Advisors/Tutors will receive:

*****Free room and board during sessions of residential program only***

Please note the following:

- *A criminal records check must be completed satisfactorily before any candidate can be offered a position with the University in a Camp and/or Clinic.*
- *Failure to satisfactorily complete the criminal records check may affect continued employment of employee who apply for the position.*

Send application and resume to:

CSUN Upward Bound Program
California State University, Northridge
18111 Nordhoff Street,
Northridge, CA, 91330- 8212

Email to upwardbound@csun.edu or fax to (818) 677-4922

Any questions regarding this position can be directed to: upwardbound@csun.edu or (818) 677- 2515