

UB Resident Director Job Description

Job Title:	Upward Bound Resident Director (residential)
Job Class:	Support staff
Department:	College Access
Reports To:	Director of Upward Bound
FLSA Status:	Non-Exempt
Prepared By:	Director of Upward Bound
Prepared Date:	01/18/2019
Approved By:	
Approved Date:	

I. Position Purpose

Under the supervision of the TRIO Upward Bound Director, the Upward Bound Resident Director (RD) is a temporary, residential position offering supervision and advisement to UB Resident Assistant(s) and high school students during the TRIO Upward Bound Summer College Prep Academy. **This is a residential position.** Upward Bound is a U.S Department of Education federally funded educational opportunity program that prepares eligible high school students to enter and succeed in post-secondary education. The 6-week summer program offers a summer residential component focused on enhancing the academic skills of the participants and provides participants with fast-paced, intensive academic coursework and other social, cultural and recreational enrichment activities.

The primary objective of the RD position is to supervise the residential portion of the program and ensure the well-being of program members in grades 9 - 12, with regard to health, safety, morale, discipline, interpersonal relationships, and academics during the residential portion of the Upward Bound Summer Academy. RD's are expected to reside and sleep in their assigned housing. Weekend housing may be available if needed during off-duty times.

II. Duties and Responsibilities

- Supervision of Residential Staff, including training, assignment of tasks, discipline and evaluation; complete Residence Hall Management
- Attend weekly staff meetings to gather info to distribute to RA's and student residents
- Develop positive and supportive relationships with Upward Bound students, mentoring them on academic, personal, social, and college/career concerns
- Assist in establishing and maintaining a positive and safe environment in the UB residence hall for students and staff, creating an atmosphere that appreciates the diverse cultures, traditions, lifestyles, and beliefs of all students
- Plan, lead, implement and participate in free-time structured activities for the residents
- Supervise participants at recreation, co-curricular activities, and meals

- Provide academic assistance to students (either in a group or in individual setting) in achieving a better understanding of specific subject material and in improving academic capabilities in designated areas. In addition, assist program participants in the completion and review of homework and in-class assignments
- Assist in monitoring students' arrival on Sundays and departure on Fridays
- Transport, lead, and/or accompany students to and from activities in 15 passenger vans, as necessary
- Maintain student confidentiality as appropriate
- Handle and/or refer student disciplinary issues, crises and personal issues to appropriate staff
- Maintain program rules and expectations by reinforcing and implementing the policies in the WSCC Upward Bound Handbook
- Meet with UB Program Director daily/weekly to ascertain participant's progress and address any concerns including but not limited to, inappropriate student behavior and violations of UB rules and regulations
- Participation in training workshop prior to start of summer component
- Maintain appropriate documentation
- The Resident Director is required to live in the residence hall with UB participants for 24-hour supervision
- This position requires occasional sitting, frequent walking (sometimes a mile or more), standing and driving a 15-passenger van
- Must be able to spend extended periods talking with students and other constituencies
- Majority of work is performed indoors in a controlled climate as well as outdoors in summer related weather elements
- Other Duties as Assigned

III. Qualifications - Education, Experience, and Skills

- Applicants must be a Senior or higher status in college, a recent college graduate, or graduate student with the ability to tutor and mentor high school students in either college preparatory math through pre-calculus, natural sciences, English, or foreign language
- Preference will be given to candidates who have: Experience working with low-income and first generation students from diverse backgrounds
 - Prior resident assistant or camp counselor experience
 - An applicant the age of 21 or over is preferred because of legal requirements of rental vehicles
 - Special consideration will be given to former students of any TRIO program including but not limited to Upward Bound
- Position requires a positive attitude and the ability to work effectively with and display sensitivity toward a wide range of ethnic, socioeconomic, cultural and life-style differences among staff and student participants
- Personal interaction, the ability to be a team player, and leadership skills are essential.
- Maintains confidentiality

- Excellent communication skills (written and verbal)
- Ability to follow directions, complete assigned projects with minimal supervision, prioritize tasks, multitask, maintain accurate records and files, complete tasks under strict deadlines, and analyze and resolve complex problems and situations
- Ability to analyze data, solve problems, and make timely decisions within the scope of the duties of the position
- Demonstrates professionalism and behaves in accordance with the college's mission, goals, and values
- Exhibits flexibility and willingness to learn
- Ability to cope with stressful circumstances and to cordially interact with people to accomplish tasks
- Exhibits a willingness to assume additional duties; seeks the guidance of supervisor prior to beginning an unfamiliar assignment
- Knowledge of and ability to effectively use modern office equipment, technology, and software

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).