Job Posting:
Residential Advisor (RA)
Upward Bound Summer Residential Program 2012

Upward Bound’s Summer Residential program is an intense five week academic, social, and cultural experience for first generation college bound high school students. The purpose of the program aims to prepare our students for successful completion of a post-secondary education. RA’s will live in the dorms with students, monitoring student behavior and interacting with them to build professional rapport. We are looking for RA’s committed to our student’s success and equal access to higher education. Former Upward Bound or other college preparatory participants are encouraged to apply.

Job Responsibilities:
• Provide leadership and direction to approximately 50 high school students
• Develop supportive relationships with students by mentoring/advising them on academic, personal, and college/career concerns
• Assist in maintaining a positive and safe environment that promotes appreciation of diverse cultures, traditions, lifestyles, and beliefs of the students
• Take primary responsibility for students by monitoring academic and personal progress
• Conduct wake up calls and lights out rounds in the residence halls
• Supervise and lead all student activities (e.g. study sessions, labs, field trips, free time, etc.)
• Assure that students participate in all activities and meals in a timely manner
• Enforces the program rules consistently and fairly
• Ability to communicate student problems and/or concerns effectively with our staff
• Ability to work evening hours and occasional weekends, as needed to support the program

This list is not exhaustive; job responsibilities may include other tasks as assigned by program coordinator/director (s).

Qualifications:
Minimum
• Experience working with low-income and/or first generation high school students
• Must be at least a second year undergraduate as of Fall 2012
• Experience living in the dorms

Preferred
• Experience as a Residential Advisor

Dates of employment:
• R.A. Training: June 27th to 29th, 2012
• Summer Program: July 1st to August 2nd, 2012

Compensation:
• $8.50 hourly wage (30-40 hrs/week)
• Room and board
• Two meals per weekday
• Experience

How to Apply:
Email a cover letter and résumé to Anthony Santana at santanaa@usc.edu
Please note that you must be available to interview in order to be considered.
General inquiries are also welcome at the email address above.
The deadline for submission is Friday April 20th, 2012