University of Wisconsin - River Falls

Posting End Date: March 3rd, 2017 or until filled/Interviews March 13th
Position: Resident Adviser (RA), 3 positions open, 2 Female, 1 Male
Apply at: https://goo.gl/FcGKkN Questions Contact: ub@uwrf.edu

Employment Conditions: These are summer live-in, full-time/temporary positions Sunday evenings thru Friday late afternoons; Weekends are off. Rotating on call days. Active duty afternoons to lights out. Commuter week is an 8 hour shift per day. RA’s are contracted to work throughout the Summer Trip.

Compensation: Room and board for the duration of employment, except Commuter Week and July 4th break. Weekend meals will not be provided (Friday dinner, all day Sat. and Sun.). Base pay begins at $3200. RA’s will be able to earn up to an additional $300 during training week. Employment package is valued up to $4,700.

June
12-16 Training Week, Mon-Fri* ($300)
18-23 Session 1, Sun-Fri ($600)
25-30 Session 1, Sun-Fri ($600)

July
5-7 Commuter Week, Wed-Fri; in St. Paul, MN ($200)

July
9-14 Session 2, Sun-Fri ($600)
16-21 Session 2, Sun-Fri ($600)
24-25 Summer Trip, Mon-Wed (to be finalized) ($600)

* Mandatory staff training on-site; plan to be on campus for the entire duration, 5 days and 4 nights.

Job Description: The primary responsibility of the Resident Adviser is to supervise and advise high school students during our summer program. Upward Bound provides academic and enrichment activities to 73 high school students who come from low-income families where neither parent has earned a bachelor’s degree. We provide experiential learning opportunities for college students wishing to gain practical experience working with youth in academic and social development. Upward Bound is not just a summer job; it is a commitment to educational equity and an extension of our service to the community. Our charge is not only to increase the number of students who go to college, but to also help shape our participants into future leaders.

Responsibilities: Through this position, RA’s will enhance leadership, organizational, problem-solving and communication skills in a safe, educational environment, while enhancing their ability to establish and maintain meaningful student relationships. Resident Advisors will lead students in enrichment activities with a social skill-building focus. RA’s will:

- 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.
• Take primary responsibility for students in his/her group, by monitoring personal and social progress and updating other staff as necessary. Groups are 8-12 students per RA.
• Lead and participate in free-time and structured evening activities.
• Conduct morning wake up calls and evening lights out rounds in the residence hall and provide supervisory coverage as needed.
• Maintain appropriate, professional boundaries with students.
• Maintain student confidentiality as appropriate.
• Handle and/or refer student disciplinary issues, crises and personal issues to appropriate staff, and make recommendations for responses based on behavioral concerns.
• Assist in monitoring students’ arrival on Sundays and departure on Fridays.
• Lead and/or accompany students on field trips.
• Coordinate with full-time staff and attend all staff meetings.
• Maintain and enforce program rules and expectations.
• Assist in maintaining safety and security in the residence hall, including taking responsibility for all Upward Bound property.
• Assist in monitoring the WI DPI Summer Food Service Program during meals.
• During on-duty days, plan and execute 40 min. leadership activity before lunch.
• **Healthcare Provider (BLS) Training** is mandatory to fulfill the training requirement for camps and clinics ATCP78; preparing staff to address accidents/handle medication to participants.
• Perform other tasks as reasonably assigned by Coordinator and/or Director.

**You may also be responsible for:**
• Leading group study sessions, including tutoring and teaching study skills.
• Transporting students to and from field trips in UWRF vans as necessary.

**Minimum Qualifications:** Applicant must be currently enrolled in college, in good academic standing and have completed at one year. Must possess strong leadership qualities and have the ability to function as a team player. Also important:
  • Must be able to communicate constructively and effectively
  • Must be sensitive, respectful and understanding of the needs of economically and academically disadvantaged, ethnically diverse high school students
  • Must be able to establish and maintain a trusting and productive working relationship with program students and staff
  • Must possess the commitment and stamina to participate constructively in potentially stressful personal interactions and situations
  • Must be time-oriented; able to adhere to a strict schedule and follow all rules and regulations
  • Must be energetic, friendly, sociable, enthusiastic and fully committed to the six-week program
  • Final decisions regarding minimum qualifications will be at the discretion of the UB Program Director.

**Preferred Qualifications:**
Experience working with low-income students in a residential setting is highly desirable. Candidates not enrolled in classes or hold other employment during the UB program. Valid Wisconsin or Minnesota Driver’s License is preferred.
Note: The individuals selected for these positions would need to satisfactorily complete a background check regarding their ability to work with children, pursuant to Wisconsin and Minnesota state law. The screening of applications will continue until the positions are filled. University of Wisconsin River Falls is an Equal Opportunity Employer.