University of Wisconsin River Falls

Posting End Date: March 3rd, 2017 or until filled/Interviews March 13th
Position: Upward Bound Resident Hall Director, 1 position open
Apply at: https://goo.gl/FcGKkN Questions Contact: ub@uwrf.edu

Employment Condition: This is a summer live-in, full-time/temporary position Sunday evenings thru Friday morning; Active duty afternoons to lights out, day duty as needed.

**June**
- 12-16 Training Week, Mon-Fri* ($300)
- 18-23 Session 1, Sun-Fri ($700)
- 25-30 Session 1, Sun-Fri ($700)

**July**
- 9-14 Session 2, Sun-Fri ($700)
- 16-21 Session 2, Sun-Fri ($700)

* Mandatory staff training on-site; plan to be on campus for the whole duration of this time frame, 5 days and 4 nights.

**Compensation:** Room and board for the duration of employment, except July 4th week break. Weekend meals will not be provided (Friday dinner, all day Sat. and Sun.). Base pay begins at $3,200. An additional of $300 can be earned during training week. Employment package is valued up to $4,700.

**Job Description:** The Hall Director directly reports to the Director of the Upward Bound program. The primary responsibility is to supervise the safety of all residence hall staff and residents during the summer program. The Hall Director will create and maintain a community environment in the residence hall, which contributes to the intellectual, social and cultural development of the students.

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. The 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.

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, the Hall Director will enhance the leadership, organizational, problem-solving and communication skills of the Upward Bound Resident Advisors (RA’s) while enhancing their ability to establish and maintain meaningful relationships
with Upward Bound students. The Hall Director performs the following duties and responsibilities:

- Assist in the development of staff training and dorm orientation
- Implement staff training under the direction of the Upward Bound Assistant Director/Coordinator
- Supervise Residential Advisors’ (RA) in residence halls; conduct individual and group meetings, provide formal and informal staff evaluations
- Hold staff members accountable for all job responsibilities, including expected standards of conduct and ethics
- Any and all issues regarding staff is documented and communicated to the Upward Bound Assistant Director/Coordinator via e-mail within 24 hours of incident
- Supervise and ensure that RA’s follow up with student problems and issues in consultation with the Upward Bound Assistant Director/Coordinator and provide documentation of all issues
- Consult regarding disciplinary action in cases of behavioral misconduct with Upward Bound RA’s
- Collaborate with other Upward Bound staff, Office Personnel, and university services (Residential Life, Conference and Events, Dining Services, Campus Police) as necessary

**Supervise and oversee afternoon and evening activities and programming**
- General student supervision
- Maintain confidential information and oversee master key
- Maintains accurate number of residents and staff and reports it to the Upward Bound Assistant Director/Coordinator on Monday of every week by 9 a.m.
- Provide a safe environment for students in residence hall
- Coordinate the check-in and check-out procedures for students
- Assign rooms and roommates
- Provide an outline of dates and scheduled activities to all RA’s
- Assist RA’s in creating evening activities
- Complete tasks and assignments in a timely manner or established deadlines as assigned by the Upward Bound Assistant Director/Coordinator
- Update staff on upcoming events or changes to the programming schedule throughout the week

**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 the Upward Bound Assistant Director/Coordinator

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.

**RA Substance Use Policy:** As employees of Upward Bound, the Hall Director and RA's are expected to obey all Wisconsin and Minnesota State Laws regarding alcohol and controlled substances. Any evidence of drinking or of controlled substance use by a Hall Director or RA will result in automatic dismissal from the position.
**Minimum Qualifications:** Applicant must have completed a Bachelor’s degree or have equivalent life experience. Must possess strong leadership qualities and have the ability to function as a team player. Also important:

- Must have experience with working with youth and disciplinary actions
- 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 have supervisory experience or equivalent.
- Final decisions regarding minimum qualifications will be at the discretion of the UB Program Director.

**Preferred Qualifications:**
Experience working with ethnically, economically and academically diverse students in a residential setting is highly desirable.
Valid Wisconsin or Minnesota Driver’s License is preferred, with clean driving record

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.