The University of Iowa TRIO Upward Bound Project Summer Program
Bridge Resident Mentor

DATES OF EMPLOYMENT: May 18 Student/Parent Orientation
June 17-June 21 Residence Staff Training
June 22-August 2 Summer Academy/On Campus
August 5-August 8 Summer Academy/Learning Trip

BASIC FUNCTION AND RESPONSIBILITY: Required live-in position that oversees the day-to-day safety, well-being, and development of a group of 50-70 high school students in the Upward Bound Summer Academy. In addition to the care of all participants, each Bridge Resident Mentor is responsible for maintaining an individual mentoring relationship with a smaller group of 10-15 assigned Bridge students (incoming first-year college students).

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:
• Overseeing the day-to-day college schedules, job shadows, and activities of students enrolled in the Bridge Program
• Organizing and facilitating Bridge-specific activities, programs and special events
• Developing and maintaining mentor connections with Upward Bound participants as individuals and group members. This includes:
  o Assisting participants with moving in and out of the residence hall
  o Eating meals with participants
  o Getting to know participants through formal and informal interactions
  o Identifying, immediately reporting, and monitoring participants with health concerns
  o Observing behavior and group dynamics of participants, and correcting behavior as necessary to maintain an environment that is inclusive, respectable, educational, and enjoyable
  o Demonstrating respect and concern for participants bringing academic or personal difficulties to your attention, and informing appropriate staff of those concerns
  o Reporting and solving conflicts with the assistance of the Head Resident Mentor, assigned Upward Bound Staff, or the Upward Bound Project Director.
• Maintaining an atmosphere conducive to personal development, self-discipline, study, and sleep. This includes:
  o Serving as a positive role model to residents by words and actions
  o Operating honestly and with the utmost integrity at all times
  o Role modeling maturity and assisting in the development of each participant’s maturity
  o Encouraging full participation in educational, social, and recreational activities
  o Assuring that all students, staff, and peers are respected and treated in a manner consistent with University policies.
  o Supporting, informing, and enforcing policies and regulations that encourage responsible student behavior
  o Monitoring participants’ behavior and immediately reporting all infractions of Upward Bound and University rules and regulations to the Head Resident Mentor, assigned Upward Bound Staff, or The Upward Bound Project Director
  o Address inappropriate behavior in a respectful manner that role models self-control, demonstrates respect, and maintains the dignity of all people involved
• Practicing appropriate confidentiality in matters related to participants and staff. Understand and comply with Mandatory Reporting requirements.
• Planning and implementing age-appropriate special interest, lifetime sport, and weekend activities
• Facilitating, monitoring, and assisting students during Bridge study times
• Supervising and assisting students, and monitoring student behavior on field trips and on the end-of-summer learning trip

• Fulfilling administrative responsibilities including:
  o Maintaining collaborative interaction among staff and participants characterized by respect, honesty, and service
  o Attending and participating in daily staff meetings with Upward Bound staff and Head Resident Mentor, and other meetings as requested
  • Preparing and submitting in a timely manner reports documenting incidents with participants, event reports, and maintenance/custodial requests to the appropriate Upward Bound staff members
  • Serving as “on call” Resident Mentor at designed times, and performing various on call duties
  • Performing routine office tasks relating to the Upward Bound residential office

• Maintaining a positive attitude toward all job duties

• Providing transportation, in University of Iowa vehicles, to/from Upward Bound events

• Other duties as assigned

SUPERVISION RECEIVED:
The Bridge Resident Mentors receive functional supervision from the assigned Upward Bound Specialists and the Head Resident Mentors. The Project Director maintains administrative supervision over all summer program staff.

SUPERVISION EXERCISED: Functional supervision of the Bridge and rising 10th-12th grade students

QUALIFICATIONS:

  Required:
  • Ability to maintain personal wellness and a positive attitude in an exciting and demanding position that includes day, evening, and weekend duties
  • Demonstrated professionalism, good decision-making skills, and knowledge of appropriate boundaries when working with minors
  • Positive team member who is willing to give and receive feedback in an effort to bring about the best in others and self
  • Ability and willingness to follow and enforce University of Iowa and Upward Bound program policies in a constructive manner
  • Knowledge of Upward Bound program, its purposes and services

  Desirable:
  • Completion of college degree
  • Experience working with high school students, and a basic knowledge of adolescent development
  • Experience working with students from low-income backgrounds, multiethnic backgrounds, and/or who are potential first-generation college graduates
  • Valid driver’s license and meet the University Fleet Safety Program requirements (University of Iowa Operations Manual Part V, Chapter 19)

SALARY:

Pay: $2,000-$2,350, dependent upon related experience. Salary includes a required student/parent orientation, employee training, and end-of-summer learning trip.

Room & Board: A shared residence hall room (shared with one other Resident Mentor) and full board are provided. When food service is not available, meals will be provided during your employment dates with the exception of “home weekends” (weekends when students return to their home communities) and holiday breaks.

OTHER IMPORTANT INFORMATION

• Ask questions and seek out explanations to fully understand your job duties.
• Communicate frequently with the Upward Bound permanent staff and Head Resident Mentor all information regarding participants’ health, behavior, and overall functioning in the residence hall.
• Outside employment is acceptable as long as it is within the confines of weekends off and days off only.
• Although it is not recommended, Resident Mentors may take one class with approval from the Program Director. Class must be taken on the UI campus and may not conflict with times when Bridge Resident Mentors are expected to be working with participants.
• The conduct and personal appearance of Bridge Resident Mentors reflects the respect they have for themselves and their positions. Resident Mentors are responsible for conducting themselves and appearing in such a manner that shows good judgment and judicious concern or the individuals with whom they live and work.

APPLICATION PROCESS:

Applications are due March 22, 2019

Apply online here, or you may obtain a paper version of the application by visiting 24 Phillips Hall or calling or emailing Upward Bound at the below contact information.

If you need an accommodation in order to apply for this position, please contact the Office of Equal Opportunity & Diversity by phone at (319) 335-0705 or (319) 335-0697 (TDD) or send an email to diversity@uiowa.edu.

If you have questions, call Upward Bound at (319) 335-6708 or email upward-bound@uiowa.edu

In addition to completing the application form, please provide:

1. A letter of application
2. A résumé, with the names of three references, including address, email, and phone number
3. A copy of your academic transcript showing your completed coursework

On-campus interviews will be required. Please return all application materials by March 22, 2018 to:
University of Iowa Upward Bound Program
Attn.: Laura Briones
16 N Clinton Street, 24 Phillips Hall
Iowa City, IA  52242-1323

Employment at the University of Iowa is subject to verification of an applicant’s identity and eligibility for employment as required by immigration laws. If hired, you will be asked to provide evidence that you are legally permitted to work in the United States. This must be completed within 3 business days of starting your employment.

The University of Iowa values diversity among students, faculty, and staff and believes that a rich diversity of people and the many points of view they bring serve to enhance the quality of the educational experience at the University of Iowa.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.

Appropriate background checks (e.g. criminal background and credential checks) will be conducted