The University of Iowa TRIO Upward Bound Project
Head 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 coordinates a team of Resident Mentors and oversees the day-to-day safety, well-being, and development of a group of 50-70 Upward Bound high school students in the Upward Bound Summer Academy.

There is an expectation that the person in this position will maintain effective, civil, and respectful working relationships with the University of Iowa campus community and uphold a high standard of cultural competency and respect for difference that represents the Center for Diversity & Enrichment’s commitment to diversity, equity, and inclusion.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:
• Lead the residence hall experience of Upward Bound participants
• Supervising Resident Mentors, Bridge Resident Mentors, and Night Monitors (if applicable)
• 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 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 participants and Resident Mentor staff by words and actions
  o Operating honestly and with the utmost integrity at all times
  o Encouraging full participation in educational, social, and recreational activities
  o Assuring that all students, staff, and peers are respected and treated consistent with University policies
  o Supporting, informing and enforcing of policies that encourage responsible student behavior
  o Monitoring participants’ behavior and immediately reporting all rule infractions of Upward Bound and University rules and regulations to the 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
  o Making recommendations on participant disciplinary actions
  o Planning, assisting, and monitoring Resident Mentors in the implementation of special interest, lifetime sports, and weekend activities that are age appropriate for high school students, as directed by Counseling Specialist.
• Practicing appropriate confidentiality in matters related to participants and staff. Understand and comply with Mandatory Reporting requirements
• Oversee the planning and implementation age-appropriate special interest, lifetime sport, and weekend activities
• Supervising and assisting students, and monitoring student behavior on field trips and on the end-of-summer learning trip
• Informing the designated UB Staff of safety or health concerns and rule infractions immediately
• Maintaining collaborative interaction among staff and participants characterized by respect, honesty, and service
• Attending and participating in daily meetings with Upward Bound staff on participant and residential activities and concerns
• Facilitating meetings with Resident Mentors
• Preparing and submitting timely and accurate incident, programming, and daily Residence Services reports as well as maintenance/custodial requests to assigned UB Staff or the UB Project Director
• Assuming host responsibilities with participant families
• Managing and performing routine office tasks relating to the Upward Bound residential office
• Providing transportation to and from Upward Bound events and students’ communities
• Other duties as assigned

SUPERVISION RECEIVED: The Head Resident Mentors receive functional supervision from the Upward Bound Specialist assigned to the program. The Program Director maintains administrative supervision over all summer program staff.

SUPERVISION EXERCISED: Functional supervision of the Bridge Resident Mentors, Resident Mentors, of the Bridge students, and of the 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
• Ability to effectively manage groups of high school students and college-age students
• Ability to handle multiple assignments, conflicting demands, and priorities

Desirable:
• Completion of at least two years in college
• 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: $2,250 - $2,550, dependent upon related experience. Salary includes a required student/parent orientation, employee training, and end-of-summer learning trip.
Room & Board: Private residence hall room and full board are provided at the expense of the project. 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:

- Due to the nature of the position, outside jobs are not allowed during the summer program. The Upward Bound Program Director must approve outside commitments. Approval of outside commitments is limited.
- Head Resident Mentors may not take any undergraduate or graduate level course during time of employment due to nature of the commitment.
- The conduct and personal appearance of Head Resident Mentors reflects the respect you have for yourself and your position. As a Head Resident Mentor, you are responsible for conducting yourself and appearing in such a manner that shows good judgment and judicious concern for the individuals with whom you live and work.

APPLICATION PROCESS:

Applications are due by 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 copy of your academic transcript showing your completed coursework.
2. A résumé, with the names of three references, including address, email, and phone number
3. A letter of application citing examples of your:
   a. Ability to provide positive leadership and willingness to take initiative in working with students
   b. Teamwork and ability to work independently
   c. Sound judgment and decision-making skills

On-campus interviews will be required. Please return all application materials by March 22, 2019 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.