Job Description
Upward Bound Project Summer Program
Head Resident Mentor

BASIC FUNCTION AND RESPONSIBILITY: Required live-in position that coordinates a team of Resident Mentors and oversees the day-to-day safety and well-being of a group of 50-70 Upward Bound high school students during the summer program.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Coordinating the residence hall experience of Upward Bound participants.
- Coordinating the Resident Mentors and Night Monitors (if applicable).
- Developing and maintaining mentor connections with Upward Bound participants as individuals and group members. This includes:
  - Eating meals with participants,
  - Working with participants during prescribed times,
  - Getting to know participants through formal and informal interactions,
  - Identifying, immediately reporting, and monitoring participants with health concerns,
  - Observing behavior and group dynamics of participants,
  - Demonstrating respect for participants bringing academic or personal concerns or issues to your attention,
  - Resolving conflicts and reporting such to the Upward Bound Project Director or other designated UB Staff.
- Maintaining an atmosphere conducive to personal development, self-discipline, study, and sleep. This includes:
  - Serving as a positive role model to participants and Resident Mentor staff by words and actions,
  - Operating honestly and with the utmost integrity at all times,
  - Encouraging full participation in educational, social, and recreational activities,
  - Assuring that all students, staff, and peers are respected and treated consistent with University policies. Supporting, informing and enforcing of policies that encourage responsible student behavior,
  - Monitoring participants’ behavior and immediately reporting all rule infractions of Upward Bound and University rules and regulations to the Upward Bound Project Director or other designated UB Staff.
  - Making recommendations on participant disciplinary actions.
  - Maintaining confidentiality in matters related to participants and staff.
  - 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.
- Informing the Upward Bound Project Director or other 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, accurate, incident, programming, and daily Residence Services reports as well as maintenance/custodial requests to the Upward Bound Project Director or other designated UB Staff.
• Assuming host responsibilities with participant families.
• Managing and performing routine office tasks relating to the Upward Bound residential office.
• Maintaining a positive attitude toward all job duties.
• 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 and Resident Mentors.

QUALIFICATIONS:

Required:
• Currently enrolled college student.
• Ability to effectively manage groups of high school and college-aged students.
• Ability to handle multiple assignments, conflicting demands and priorities.

Desirable:
• Completion of Associates Degree or higher
• Experience working with high school students.
• Experience working with students from low-income backgrounds, multiethnic backgrounds and/or who are potential first-generation college graduates.
• Experience working in a live-in, residential environment.
• Valid driver’s license and meet the University Fleet Safety Program requirements (University of Iowa Operations Manual Part V, Chapter 19).

SALARY
$2,250 - $2,550, dependent upon related experience. Salary includes a required employee training (date to be determined). Exemplary Head Resident Mentors may be invited to attend a trip at the end of the summer program to serve as chaperones. Transportation, lodging, and meals for the trip will be paid by the program.

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.

IMPORTANT DATES
Head Resident Mentor
Move-In day: June 17, 2018
Move-Out day: August 3, 2018

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 experience 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 your example mirrors your own best judgment, maturity, and judicious concern for the individuals with whom you live and work.
APPLICATION PROCESS:

Applications are due by March 14, 2018

Applicants may apply online at [http://diversity.uiowa.edu/employment-opportunities](http://diversity.uiowa.edu/employment-opportunities) or 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 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 you academic transcript showing your completed coursework.
2. A résumé with three references, including names, addresses, and phone numbers
3. A letter of application citing examples of your:
   a. Assertive leadership and willingness to take initiative in working with students
   b. Teamwork and abilities to work independently
   c. Maturity and sound judgments

On-campus interviews will be required. Please return all application materials by March 14, 2018 to:

Upward Bound Project  
Center for Diversity & Enrichment  
The University of Iowa  
24 Phillips Hall  
Iowa City, IA  52242-1323

Please direct any questions to Wisdom Nwafor, wisdom-nwafor@uiowa.edu or 319-335-6681

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.

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.
Please print or type.

Name ________________________________________________ Date _____ / _____ / _____

Current address: ___________________________________________ Phone: (_____) ______

Permanent address: ___________________________________________ Phone: (_____) ______

Campus address: ___________________________________________ Campus Phone: ______

E-Mail address: ____________________________________________

College(s)/universities attended Dates attended Degree(s) received Major/minor

________________________________________________________________________

Student status during summer 2018: ☐ Part-time ☐ Full-time ☐ Not taking classes during summer 2018

Current student status: ☐ First-year ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate

Are you a current/former University of Iowa employee? ☐ Yes ☐ No

If hired, will you also be employed elsewhere? ☐ Yes ☐ No

If so, where will you be employed? _____________________________ # hours/ week ______________

Do you have a valid Driver’s License? ☐ Yes ☐ No

Position(s) for which you are applying:

Resident Mentor, full-time residential ☐ Women’s Floor ☐ Men’s Floor ☐

If employed, you must participate in staff training sessions held on The University of Iowa campus.

You must attach copy of a transcript of your academic work.

To the best of my knowledge, all of the information in this application is true and accurate.

__________________________________________ (Signature) ____________________________ (Date)

This information is requested in order to consider you for employment. No personally identifiable information is routinely provided to anyone outside the University. Responses to applicable items are required, unless the item is marked as optional. Failing to provide the required information may result in our being unable to consider you for employment.

Review of applications will begin immediately and continue until positions are filled.

PLEASE COMPLETE BACK SIDE
Please answer the following questions specifically using examples from your personal experience on a separate sheet:

1. Based on your review of the job description, why are you a strong applicant for working with Upward Bound?

2. Describe your experience working with high school students and/or low-income, potential first-generation college students?

3. What does it mean to be “in charge” of students?

4. What non-academic interests or hobby activities would you be interested in teaching Upward Bound students?

On-campus group and personal interviews will be required. Please return all application materials by March 14, 2018 to:

Upward Bound Project
The University of Iowa
24 Phillips Hall
Iowa City, IA 52242-1323