Job Description
Upward Bound Project Summer Program
Resident Mentor

BASIC FUNCTION AND RESPONSIBILITY: Required live-in position that oversees the day-to-day safety and well-being of a group of 50-70 Upward Bound high school students. Resident Mentors will be personally responsible for a group of 7-10 students throughout the summer experience.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Developing and maintaining mentor connections with Upward Bound participants as individuals and group members. This includes:
  - Assisting participants with moving in and out of the residence hall, eating meals with participants,
  - 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,
  - Reporting and solving conflicts with the assistance of the Head Resident Mentor, assigned Upward Staff, or The Upward Bound Project Director.

- Maintaining an atmosphere conducive to personal development, self-discipline, study, and sleep. This includes:
  - Serving as a positive role model to residents by words and actions,
  - Operating honestly and with the utmost integrity at all times,
  - Assisting in the development of each participant’s maturity,
  - Encouraging full participation in educational, social, and recreational activities by Project participants,
  - Assuring that all students, staff, and peers are respected and treated consistent with University policies.
  - Supporting, informing participants, and enforcing of policies and regulations that encourage responsible student behavior,
  - Monitoring participants’ behavior and immediately reporting all infractions of Upward Bound and University rules and regulations to the Head Resident Mentor, assigned Upward Staff, or The Upward Bound Project Director.

- Practicing confidentiality in matters related to participants and staff.

- Planning and implementing special interest, lifetime sport, and weekend activities that are high school age appropriate

- Monitoring and assisting students during the Upward Bound study times.

- Monitoring student behavior on field trips.

- Fulfilling administrative responsibilities including:
  - Maintaining collaborative interaction among staff and participants characterized by respect, honesty, and service,
  - Attending and participating in daily staff meetings with Upward Bound staff and Head Resident Mentor,
  - Attending and participating in twice weekly staff meetings,
• Preparing and submitting in a timely manner reports documenting incidents with participants, event reports, and maintenance/custodial requests to the assigned Upward Bound Specialist.
• Serving as “on call” Resident 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 to and from Upward Bound events and from students’ home communities.
• Other duties as assigned.

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

SUPERVISION EXERCISED: Functional supervision of the Rising Students.

QUALIFICATIONS:

Required:
• Currently enrolled college student.
• Ability to handle multiple assignments, conflicting demands and priorities.

Desirable:
• Completion of at least junior year of college 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.
• Valid driver’s license and meet the University Fleet Safety Program requirements (University of Iowa Operations Manual Part V, Chapter 19).

SALARY:
Pay: $1,800-$2,100, dependent upon related experience. Salary includes a required employee training. Exemplary 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: A shared residence hall room (shared with one other Resident Mentor) 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:
Resident Mentor          Move-In day: June 17, 2018
                        Move-Out day: July 28, 2018
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 Curriculum Specialist or Program Director. Class must be taken on the UI campus and may not conflict with times when Resident Mentors are expected to be working with participants.
- The conduct and personal experience of 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 their example mirrors their own best judgment, maturity, and judicious concern for the individuals with whom they live and work.
- A shared 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 and holiday breaks.

APPLICATION PROCESS:

Applications are due by March 14, 2018

Applicants may apply online at 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 your 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.

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The University of Iowa
Upward Bound Project

Please print or type.

Name ____________________________ Date _____ / _____ / _____
Current address: __________________________ Phone: (____) ______
Permanent address: __________________________ Phone: (____) ______
Campus address: __________________________ Campust 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 ☐ ☐

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:

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The University of Iowa
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Iowa City, IA 52242-1323