



Upward Bound Resident Assistant (RA) Job Description

Job Title: Upward Bound Resident Assistant (residential position)
Job Class: Support
Department: College Access
Reports To: Director of TRIO Upward Bound
FLSA Status: Non-Exempt
Compease: 6
Approved By: Vice President of Organizational Effectiveness
Approved Date: 3/31/23

I. Position Purpose

The Upward Bound Resident Assistant (RA) is a temporary residential position offering supervision and advisement to high school students during the TRIO Upward Bound Summer College Prep Academy. Upward Bound is a U.S Department of Education federally funded educational opportunity program that prepares eligible high school students to enter and succeed in post-secondary education. The 6-week summer 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.

The primary objective of the RA position is to ensure the well-being of program members in grades 9-12, with regard to health, safety, morale, discipline, interpersonal relationships, and academics during the residential portion of the Upward Bound Summer Academy. RAs are expected to reside and sleep in their assigned housing. Weekend housing may be available if needed during off-duty times.

II. Duties and Responsibilities

PROVIDE OVERSIGHT AND RESPONSIBILITY FOR UPWARD BOUND STUDENTS LIVING IN A RESIDENTIAL HALL ENVIRONMENT: The Upward Bound (UB) Resident Assistant is required to live in the residence hall with UB participants for 24-hour supervision; establish and maintain a positive and safe environment in the UB residence hall for students and staff, creating an atmosphere that appreciates the diverse cultures, traditions, lifestyles, and beliefs of all students; assist with planning, leading, implementing, and participating in free-time structured activities for the residents; provide supervision of participants at recreation, co-curricular activities, and meals; assist in monitoring students' arrival on Sundays and departure on Fridays; assist in handling and/or referring student disciplinary issues, crisis, and personal issues to appropriate staff; maintain program rules and expectations by reinforcing and implementing the policies in the WSCC Upward Bound Handbook; maintain student confidentiality as appropriate.

ASSIST WITH CHAPERONING UPWARD BOUND STUDENTS DURING LOCAL AND OUT-OF-TOWN CULTURAL/ EDUCATIONAL TRIPS: The Upward Bound Resident Assistant will maintain supervisory authority over students during travel; monitor and keep track of students at events ensuring a positive experience for all; conduct briefing with students about safety rules and regulations, and ascertain that students are kept away from potential dangers; provide appropriate staff with feedback on behavior issues.



PROVIDE ACADEMIC OVERSIGHT/ TUTORING/ MENTORING: The Upward Bound Resident Assistant will provide academic assistance to students (either in a group or in individual setting) to help them achieve a better understanding of specific subject material and improve academic capabilities; assist program participants in the completion and review of homework and in-class assignments; develop positive and supportive relationships with Upward Bound students, and mentor them on academic, personal, social, and college/career concerns.

ASSIST SUMMER FACULTY AS A CLASSROOM ASSISTANT: The Upward Bound Resident Assistant will provide support to the teacher to ensure a safe and stimulating educational environment; assist the teacher in planning and preparation for daily activities, and aid instructional efforts of the teacher; assist the teacher in preparing lesson outlines, plans, and curricula in assigned areas if needed; be assigned to one class for the entirety of the summer academy.

DEMONSTRATE PROFESSIONAL AND QUALITY CUSTOMER SERVICE: The Upward Bound Resident Assistant will demonstrate professionalism and provide quality customer service in accordance with the College's values; maintain positive working relationships, and make decisions and solve problems; maintain confidentiality, positive communication, accurate records, and an organized, safe, working environment; exhibit flexibility, a willingness to learn, ability to change, and will maintain current technology skills.

III. Qualifications - Education, Experience, and Skills

- Must be a Junior or higher status in college, a recent college graduate, or graduate student with the ability to tutor and mentor high school students in either college preparatory math through pre-calculus, natural sciences, English, or foreign language.
- Demonstrate positive attitude, leadership skills, and the ability to work effectively with, and display sensitivity toward, a wide range of ethnic, socioeconomic, cultural, and life-style differences among staff and student participants.
- Requires occasional sitting, frequent walking up to a mile or more at times, standing, and driving a 15-passenger van.

Preference will be given to candidates who have experience working with low-income and first-generation students from diverse backgrounds, have prior resident assistant or camp counselor experience, and/or are the age of 21 or over (because of legal requirements of rental vehicles). Special consideration will be given to former students of any TRIO program including but not limited to Upward Bound.

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).