2017 Summer Institute
Assistant Residential Supervisor
Two (2) Positions

The UMass Amherst Upward Bound Program is a year-long college preparatory program for first generation and/or low income high school students from Springfield, MA. Upward Bound is a social justice-based program; we acknowledge the barriers that face our students due to issues of race, class, gender, sexual orientation, ability and other differences. Upward Bound is an intentionally inclusive program that recognizes and celebrates diversity. Our program is committed to providing our students opportunities to access higher education.

The Summer Institute is a 6-week residential experience hosted at UMass Amherst for 40 – 60 high school students. The Summer Institute is designed to expose students to a college-like experience that supports the positive academic, emotional, and personal development of our students in preparation for success in college and life afterwards. The Summer Institute provides participants with the experience of living on a college campus; taking academic courses, engaging in artistic, musical and other fun and educational activities as well as preparing for college and career success. Upward Bound students will participate in programming that will include: mentoring and tutoring, academic advising, social justice based themes and workshops, college positive student panels, development of time management and critical thinking skills.

Upward Bound is looking for energetic, team-orientated people from many academic disciplines that enjoy working with young people. The summer program is intensive, and challenging; potential candidates should expect a fast-paced and dynamic workplace. **Housing and meals** will be provided for all staff members **June 26th – August 11th**. Training will be provided.
Job Description:

- Assist Residential Supervisor with the operation of the program.
- Supervise staff of 10 Tutor/Mentors.
- Live on campus and provide 24-hour supervision for Upward Bound participants Sunday - Friday during the program. Staff will have off-duty time each day. Staff will be off-duty Friday evening through Sunday afternoon.
- Plan and coordinate cross-curricular and recreational programming.
- Maintain a positive and supportive team environment for Tutor/Mentor staff.
- Create and maintain a positive, productive, and safe living environment for students and staff.
- Build and maintain positive and supportive relationships with students.
- Respond positively and proactively to student issues as they arise, including enforcing and responding to disciplinary situations.
- Attend, monitor and participate in daily meals.
- Coordinate and supervise night duty.
- Assist in chaperoning all field trips, cultural and recreational activities.
- Conduct tutoring sessions.
- Attend and participate in staff development activities and weekly staff meetings.
- Other duties as assigned.

Characteristics of interest:

- Minimum current college junior who is in good academic standing. Recent graduates and/or graduate students welcome to apply.
- Management of staff and building a positive team-oriented environment.
- Leadership and success as an academic and/or community leader.
- Attention to detail, organized, effective communication skills, demonstrate a professional attitude and ability to work well under pressure.
- Awareness of factors affecting student access and success in higher education, including those affecting marginalized students, students from diverse backgrounds, and students with disabilities.
- Ability to work in a positive, team-oriented environment.
- Past participation in or with Upward Bound/TRiO programs or in similar residential programs.
- Ability to work with high school-aged youth.
- Positive, student-centered perspective.
- Experience living in residential dormitories or living on your own.
- Interest in exploring social justice themes such as equity and access to higher education, issues of race, class, gender, ability, and sexual orientation amongst other important issues facing the national and the global community.
Dates of Program: July 5th – August 11th (6 weeks)

Mandatory Staff Orientation and Training June 26th – June 30th (1 week)

Compensation: $2,650 plus meals and housing for the period of employment

To Apply:

Please provide a letter of intent and your resume. In your letter of intent please address the questions listed below:

1. Why are you interested in working with UMass Upward Bound as an Assistant Residential Supervisor?
2. What roles do you think race and class play in terms of access to higher education in the U.S.?
3. Do you have any experience working with high school-aged students? Please discuss.
4. What importance do you believe mentoring plays in supporting the academic and personal development of high school aged students?
5. What skills and strengths do you have that would support your success in the position?

We will contact you and confirm the receipt of the materials. Upon review of the submission, we will contact you if you have been determined to be a finalist and provide you with an application form and request additional information including a list of references. Interviews will be conducted upon review of the application and additional materials, if appropriate. Early applications will receive priority. We will review applicants on a rolling basis until the 2 positions are filled.

UMASS UPWARD BOUND WILL CONDUCT A BACKGROUND (CORI/SORI) REVIEW PER UMASS AMHERST REQUIREMENTS

Submit all materials at upwardbound@umass.edu. Please email us ONE (1) PDF document including ALL requested information in your email attachment.

For additional information contact:

Tyson Rose, Program Director, at tyson@umass.edu or by phone (413) 545-2517
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