

JOB TITLE: PUB Head Resident

2018 DATES: June 4 – August 2 (may vary slightly)

COMPENSATION: \$500/week gross plus Room & Board Travel, Activity, and Admission Fees

HOURS: Sunday evening - Friday evening

REPORTS TO: Project Director

POSITIONS AVAILABLE: 1

PURPOSE: Live in residence hall to provide continual adult oversight of the residential environment for up to approximately 50 high school students. Supervise Peer Mentors, Night Watchperson, and Parent Volunteers.

ONLY GRADUATE STUDENTS OR DEGREED ADULTS ARE ELIGIBLE TO APPLY.

PRIMARY JOB RESPONSIBILITIES:

- Participate in initial training and facilitate select training sessions. Partner with Project Advisor to facilitate and assure the Residential Team's participation in on-going weekly training especially corrective actions for areas of improvement identified on Performance Evaluations.
- Supervise 4-6 peer mentors (college students who live with and mentor Scholars) and one night watch person including conducting weekly planning and daily update meetings w/Residential Team, conducting weekly performance evaluations, and sustaining positive morale. Assure appropriate behavior of night-watch parents.
- Co-facilitate Leadership Development Institute (LDI) with Project Advisor in first week of Summer Academy.
- Coordinate development of and assure implementation of Team duty rosters for various required activities.
- Coordinate/oversee development and implementation of evening social, cultural, and recreational activities.
- Assure that Peer Mentors maintain Scholars' punctual arrival at and participation in scheduled activities.
- Establish a cordial rapport with parents that reinforces the PUB Team as partners in their children's development.
- Coordinate the Behavior Point Incentive System with Peer Mentors and Lead Academic Mentor.
- Conduct weekly dorm meetings and nightly reflective/motivational sessions with Summer Academy Scholars. Monitor the Residential Team and Scholar mediation teams' proceedings.
- Assure accurate and thorough pre- and post- building and room inventories. Collaborate with University Housing to assure that the physical facility is properly maintained.
- Work with Project Director to assure that the Residential Team has resources needed to carry out their duties.
- Review incident and night-watch reports and report all exceptions to expected behavior to the Project Director by 10:00 a.m. daily.
- Facilitate timely appropriate drills and follow appropriate policies and procedures in cases of emergency.
- Foster cohesive working relationships among Peer Mentors and Academic Mentors to share information regarding PUB Scholars (especially regarding behavior in class) and implement Academic Games.
- Assure enforcement of Project and University policies and procedures governing the campus environment.
- Other responsibilities as assigned by the PUB Administrative Team. *(see reverse)*

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- **Pre-requisite: Acceptable background check.**
- Adult with an earned bachelor's degree.
- Valid driver's license with a good driving record.
- Experience that demonstrates above average maturity, leadership, communication, supervisory, and programming skills.
- Two years' recent experience working with at-risk, ethnically diverse urban student groups and their parents, preferably in a residential/camp setting.
- Ability to use prevailing computer technology.
- Commitment to helping students prepare for college and to being a positive role model.
- Equivalent combination of education and experience may be considered.

CONSTRAINTS

DUE TO THE ON-CALL NATURE OF THE JOB RESPONSIBILITIES, THE HEAD RESIDENT MUST AGREE NOT TO WORK ELSEWHERE OR ATTEND CLASSES DURING THE SUMMER

SEND RESUME w/contact information to above address or to PUB@OAKLAND.EDU &

**COMPLETE A JOB APPLICATION at: <https://jobs.oakland.edu> select "Casual/Temporary"
(Oakland University students must apply through Handshake)**