
OAKLAND UNIVERSITY - PROJECT UPWARD BOUND COLLEGE PREP ACADEMY

261 South Foundation Hall; Rochester, MI 48309-4401

Phone: 248-370-3218 Fax: 248-370-3217 Email: PUB@oakland.edu

JOB SUMMARY: SUMMER ACADEMY RESIDENTIAL PEER MENTOR

PURPOSE: Mentor, Supervise, and Model Appropriate Behaviors for PUB's high school scholars.

DATES: **Pre-Academy Training:** June 8-16, 2020 **Academy:** June 17- 30, 2020 (Excludes 7/3)

WORK DAYS: 6pm Sundays–6:30 pm Fridays (some variation) **WORK HOURS:** Active afternoons→nights + specific on-call days.

SUPERVISOR: Head Resident

POSITIONS AVAILABLE: 1-2 male, 2-3 female

COMPENSATION: During Training: \$200 for training + rm & bd. Summer Academy: **\$11.00/hr + rm & bd**

PRIMARY DUTIES/REQUIREMENTS

- Live in the residence hall during training and during the Summer Academy. Room and Board provided.
- Establish/maintain positive, respectful, and appropriate mentoring relationships with participants.
- Develop, implement, and supervise recreational and social activities.
- Supervise participants on all field trips. Travel, & Admission Fees provided.
(Peer Mentor inclusion on the extended trip is performance-based.)
- Establish positive relationships with parents and other primary caretakers of Project participants.
- Uphold duty roster responsibilities.
- Facilitate activities that increase group cohesion, address concerns, promote open communication.
- Attend and Assist in planning and implementing weekly dorm meetings including Star Ceremony.
- Clarify, monitor, and enforce Project policies/procedures, especially as related to student conduct.
- Train and supervise peer (Scholar) mediation teams. Serve on Residential Mediation Team.
- Conduct fire drills, tornado drills, building and room inspections, key and ID checks.
- Monitor visitor access and participant movement in and out of the building and between floors.
- Participate in nightly updates, weekly staff meetings, and weekly training sessions.
- Prepare participant behavior reports; track participant points; submit weekly activity reports.
- Develop working relationships with the Academic Mentors.
- Assure that participants complete classwork in dorm when assigned.
- Plan and facilitate Family Day recreational activities.
- Other responsibilities that may include driving as assigned by the Head Resident or a Project Administrator.

MINIMUM QUALIFICATIONS/PREREQUISITES

- **Junior** or higher class standing **by the end of Winter Term** given preference (grade slip)
- Verified **2.50 or higher cumulative GPA** at accredited college/university (submit proof)
- Demonstrate **Standard English** proficiency in cover letter, resume', and interview
- **Mandatory: Residential living (dorm) experience, no campus or legal restrictions.**
- **Leadership, communication, social, & role modeling skills** (list on resume)
- Previous **active positive involvement with ethnically diverse youth populations** (list on resume)
- Demonstrated **INTEGRITY** (doing the right thing) & **COMMITMENT** (keeping your word)

CONSTRAINTS: **NO CLASS ATTENDANCE AFTER 3:00 p.m. daily), MEALS WITH SCHOLARS**
NO OTHER EMPLOYMENT (This job is too demanding.)

ALL EMPLOYMENT IS CONTINGENT ON A BACKGROUND CHECK.

THIS IS NOT A "BABYSITTING" JOB – PEER MENTORS HELP TEENS GROW UP IN 6 SHORT WEEKS!

ATTACH RESUME' & COVER LETTER

OUT-OF-TOWN APPLICANTS ARE WELCOME! ONLINE INTERVIEWS CAN BE ARRANGED.
(If hired, PUB does not provide transportation between home and job site.)

PLEASE STUDY THE PUB WEB SITE BEFORE INTERVIEWING SO YOUR RESPONSES WILL BE INFORMED.

www.oakland.edu/upwardbound