
OAKLAND UNIVERSITY - PROJECT UPWARD BOUND (PUB) COLLEGE PREP ACADEMY

261 South Foundation Hall, Rochester, MI 48309-4401

Phone: 248-370-3218 Fax: 248-370-3217



JOB TITLE: PUB Head Resident

RATE: Discuss at interview

REPORTS TO: Project Director

DATES: June 13—Aug 2, 2013 (Exact dates may vary.)

HOURS: Sunday evening - Friday evening

POSITIONS AVAILABLE: 1

PURPOSE: Live in residence hall to provide continual adult oversight of the residential environment for 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:

- Oversee the residential environment and social/cultural programming. Supervise 4-6 peer mentors (college students who live with and mentor Scholars) and one night watch person. Conduct weekly Residential Team meetings and performance evaluations. Supervise night-watch parents.
- Coordinate development of and assure implementation of staff duty rosters for various required activities.
- Coordinate development of and implementation of evening social, cultural, and recreational activities. Assure Scholars' timely arrival at and participation in scheduled activities. Coordinate the Point Incentive System.
- Partner with Project Advisor to facilitate and assure the Residential Team's participation in initial and on-going training.
- Conduct weekly dorm meetings and nightly reflective/motivational sessions with Academy Scholars. Monitor the staff and student 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 appropriate drills and follow appropriate policies and procedures in cases of emergency.
- Facilitate cohesive working relationships among Tutors and Peer Mentors to share information regarding PUB Scholars (especially regarding behavior in class).
- Assure enforcement of Project and University policies and procedures governing the campus environment.
- Other responsibilities as assigned by the PUB Administrative Team.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Adult with earned bachelor's degree or adult in a master's program. **Background check required.**
- Experience that demonstrates above average maturity, leadership, communication, supervisory, and programming skills.
- Two years' previous experience working with at-risk, culturally diverse student groups and their parents, preferably in a residential/camp setting. Valid driver's license with a good driving record.
- Commitment to helping students prepare for college and to being a positive role model.
- Participation in training June 13—19 (\$200 training stipend). Standard weekly rate thereafter.
- Equivalent combination of education and experience may be considered.

CONSTRAINTS

DUE TO THE NATURE OF THE JOB RESPONSIBILITIES, THE HEAD RESIDENT MAY NOT WORK ELSEWHERE OR ATTEND CLASSES DURING THE SUMMER ACADEMY.

SEND RESUME w/contact information to above address or to PUB@OAKLAND.EDU & COMPLETE A PUB JOB APPLICATION at: www.oakland.edu/upwardbound