

# RESIDENTIAL COORDINATOR INFORMATION

## Upward Bound – Penn State University Summer 2009



Upward Bound is a federally-funded educational opportunity program designed to prepare eligible students for success in postsecondary education. The program's six-week long summer program is similar to a combination of summer school and summer camp. Approximately 50 students in grades 10-12 at seven local high schools during 2008-09 live in one residence hall on campus and participate in a wide variety of educational, cultural, and social activities. The residential staff consists of one Residential Coordinator and up to six Tutor / Mentors. Additional information about the program is available at <http://www.equity.psu.edu/ub>.

### Applicants for the Residential Coordinator position should...

- Be classified as an **alumnus, graduate student, or senior** by Penn State University. *Students from other institutions and/or at junior standing may be considered, depending on qualifications and experience.*
- Have **experience** working in or with residence halls, summer camps, or a program similar to Upward Bound.
- Have a **cumulative grade point average of 3.0 or above**.
- Be **available to work during the entire 2009 summer program**. *Because of the intensive nature of the summer component, the Residential Coordinator cannot hold another job or take classes during Upward Bound's summer program.*
- Be able to **pass a criminal background check**.
- Be **available to participate in the entire screening and selection process**:
  - 1) **February 20** – Completed applications are due in the Upward Bound office (203 Grange Building) by **5 p.m.**
  - 2) **February 23 to 27** – Selected Residential Coordinator applicants will be invited for **individual interviews** with program staff.
  - 3) **Saturday, April 25** – The hired Residential Coordinator and Tutor / Mentors will meet Upward Bound students and their families during a program event.
  - 4) **June 7 to 13** – Pre-employment orientation and training will occur.
  - 5) **June 14 to July 25** – Upward Bound's 2009 summer program will occur.

## Compensation for the position includes...

- ★ A salary of \$(to be determined), paid in biweekly installments on July 2, July 17, July 31, and August 14, 2009.
- ★ A private residence hall room, free meals at the dining commons, and admission tickets and meals during student field trips are also provided. *The Residential Coordinator is required to live in the residence hall during the summer program.*

## What exactly does the position involve?

- ★ Scheduling, supervising, and evaluating the program's six Tutor / Mentors.
- ★ Overseeing the security and cleanliness of the residence hall occupied by the program.
- ★ Interacting and collaborating with staff members from other programs in the residence hall.
- ★ Communicating with cleaning and maintenance personnel on an ongoing basis.
- ★ Supervising a daily study hour held in the residence hall.
- ★ Leading occasional meetings of all students and staff to share information and reminders.
- ★ Planning and leading daily staff meetings for Tutor / Mentors.
- ★ Meeting daily with the Upward Bound office staff.
- ★ Overseeing the posting of announcements and information in the residence hall.
- ★ Chaperoning groups of students during field trips occurring both on and off campus.
- ★ Handling disciplinary situations and informing students of punishments as needed.
- ★ Completing and submitting documentation prior to established deadlines.
- ★ Serving as a role model for Upward Bound students and staff by exhibiting maturity, professionalism, and a sense of dedication to students and their individual needs.
- ★ Holding on to prescription medications, when requested by parents / guardians, and ensuring that students take the required dosage at the proper time.
- ★ Attending Upward Bound faculty meetings and communicating instructor concerns to residence hall staff.
- ★ Serving as an emergency contact for parents / guardians when the Upward Bound office is closed.
- ★ Meeting with Tutor / Mentors biweekly to provide feedback and support.
- ★ Developing and monitoring a weekly schedule of Tutor / Mentor duty hours.

## To apply...

Complete and return the application form to the Upward Bound office before **Friday, February 20**. *Late applications will not be considered.*

**Mailing Address:** Upward Bound Program  
Penn State University  
203 Grange Building  
University Park PA 16802-6701

**E-mail:** [dmz11@psu.edu](mailto:dmz11@psu.edu)

**Fax:** 814-865-2766



***Deadline:***  
**February 20, 2009**