

JOB DESCRIPTION

- TITLE:** Summer Academy Residential Mentor
- REPORTS TO:** Residence Hall Coordinator, Assistant Director, Project Director
- JOB SUMMARY:** Supervises Penn State's Upward Bound Math and Science Center students during the summer session, and tutors, counsels, and serves as a role model.
- SPECIFIC DUTIES:**
1. Directly supervise Penn State's Upward Bound Math and Science Center students in the recreational, social, and educational activities of the summer session.
 2. Tutor students in their academic courses.
 3. Identify counseling needs (personal and career) of students and refer student for help.
 4. Organize and participate in structured social and recreational activities.
 5. Serve as a role model for high school-aged students by showing maturity, responsibility, and good judgment in the performance of assigned tasks.
 6. Supervise students in the residence halls, including sick duty.
 7. Enforce program rules and regulations regarding student conduct.
 8. Be responsible for monitoring and securing the residence hall.
 9. Monitor and evaluate student progress.
 10. Monitor and document student attendance during all meals.
 11. Evaluate the summer program.
 12. Perform general office duties (e.g., answering incoming calls, desk duty).
 13. Adhere to Project and University policies and procedures.
 14. Perform other duties as assigned.
- QUALIFICATIONS:**
1. Upperclassmen in college, preferably with experience in tutoring and supervising high school students.
 2. Demonstrated success in overcoming barriers similar to those confronting the project's population.
- EMPLOYMENT DATES:** June 10-July 25, 2009
- CONTACT:** Derek James, Assistant Director. daj17@psu.edu or 814-863-4291