Position: BRIDGE COORDINATOR

Dates of Program: June 14-18 (training); June 19-July 29 (residential program)

Rate of Pay: $2700 for six weeks (plus room and board are provided)

Qualifications:

1. Must be currently enrolled or attended the UM within the last year.

2. Must have at least sophomore status and demonstrate above average academic performance.

3. Must possess a valid driver's license, safe driving record, and at least 3 years of daily driving experience.

4. Must possess CPR certification at start of Summer Program

5. Require prior experience working with teens in a professional or voluntary supervisory capacity (i.e.: teaching, tutoring, mentoring, counseling, or coaching).

6. Prefer resident advising experience.

7. Prefer prior experience working with students of culturally diverse and low-income backgrounds in an academic setting.


Duties and responsibilities: “Advising” implies establishing and maintaining a helping relationship with UB students to assist in their adjustment to the program. It also implies a supervisory relationship with the students—ensuring that the students are participating in program activities, are performing within pre-defined acceptable behavior norms, and are at all times accounted for during the summer program.

The Bridge Coordinator is one member of a team of 8 residential staff members who are expected to contribute to the development of students by demonstrating an interest in them as individuals, encouraging them to work toward their full potential, informing them about educational opportunities, and by serving as an example of a successful college student and responsible citizen.

The Bridge Coordinator will also supervise a group of 3 recent high school graduates that are housed in Miller Hall. The primary responsibility of the Bridge Coordinator is to ensure that Bridge students are prepared for their two classes and earn the best possible grades—a responsibility which likely will include intense monitoring, tutoring, referral and advisement.
Following are specific responsibilities of this position:

1. Participate in a 4-hour “Defensive Driver’s Training.”

2. Participate in a week of training/orientation (June 14-18).

3. Maintain accessibility to program participants six days each week (24 hours each day) for the entire summer program (June 19—July 29).

4. Attend daily student/staff morning meetings.

5. Develop and maintain advising relationship with Bridge students, and make appropriate professional referrals in cases when necessary.

6. Provide tutoring and academic advisement to Bridge students to ensure they experience academic success in their summer coursework. Assist Bridge students with tracking their admissions, financial aid, and registration processes for fall admission.

7. Provide direct supervision of all UB students during non-classroom hours-- particularly during meals, evenings, weekends, and afternoon recreational activities.

8. Monitor student behavior and carry out corrective or disciplinary actions as required.

9. Adhere to daily work schedule as assigned by Head Resident that typically include: planning activities, serving as a UB food service monitor during meals, running errands, chaperoning and transporting students on field trips, staffing the counselors’ office, etc.

10. Transport students in University vehicles on a daily basis within Missoula, around Montana and the surrounding region.

11. Complete written evaluation of assigned students at end of the summer program.

12. Attend the final student awards ceremony (July 29) and present Bridge awards.

For more information about the University of Montana TRIO-Upward Bound program, please contact one of our staff members:
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