Position: RESIDENT ADVISOR (“Dorm Counselor”)

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

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

Qualifications:

1. Must be currently or recently enrolled in a Montana college, university, COT, or tribal college.

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 purpose of Upward Bound is to develop both the skills and motivation in participating students that are needed to pursue and succeed in postsecondary education. A resident advisor 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 examples of a successful students and responsible citizens.

This position is residential. It requires living in a dormitory hall with UB students and staff for 6 weeks. The daily schedule is busy—typically from 7:00am to 12:00am--but there are breaks during
the day, which permit staff members’ time to rest, conduct personal business, or work out. Staff members are not permitted to enroll in summer UM courses. Every staff member is provided one day off each week. The days off are never scheduled on weekends.

The position is tremendously rewarding for people who enjoy working with youth. Much of the time is spent planning and facilitating group activities, supervising students during their free time and academic field trips, and traveling with the group.

**Following are specific responsibilities of this position:**

1. Participate in a free 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 from June 19 through July 29.
4. Attend daily student/staff morning meetings.
5. Develop and maintain advising relationship with a “family” of students, and make appropriate professional referrals in cases when necessary.
6. Provide tutoring assistance during assigned classroom hours.
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 counselor’s office, etc.
10. Transport students in University vehicles on a daily basis within Missoula and around Montana.
11. Complete written evaluation of assigned students at end of the summer program.
12. Attend the final student awards ceremony (July 29).

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