

The Access Center
College Access Unit
Upward Bound 17 Residential Coordinator

The Upward Bound program at Colorado State University is sponsored by the U.S. Department of Education. The program is designed to help participants generate the academic skills and motivation necessary for success in post-secondary education. Participants are talented high school students who come from low-income backgrounds where neither parent has earned a bachelor's degree. These students may be at a disadvantage because of socio-economic circumstances or inadequate school preparation.

For six weeks, Upward Bound provides an intensive summer program. The Upward Bound 17 program is a combined non-residential and residential program. The summer takes place both in Denver and on the Colorado State University campus in Fort Collins, CO. Approximately 30 participants will receive: (1) instruction in composition, literature, world languages, mathematics, ACT/SAT Preparation and laboratory science, (2) advising in the areas of educational and career opportunities, and (3) exposure to enrichment activities designed to promote personal and social growth.

Responsibilities

The UB17 Residential Coordinator is responsible for supervising Upward Bound students and Tutor Counselor staff, with the support of full-time staff. The primary role is to facilitate the creation of a positive residence hall environment that supports Upward Bound students' academic and personal success. For this environment to develop, the Residential Coordinator must make significant connections with the student participants, hold all students accountable to the behavior policy, and facilitate group initiatives to build community.

Specific duties of the UB17 Residential Coordinator include:

- Provide supervision, academic support, and programming to students in a residence hall environment.
- Assist with the training and supervision of Tutor Counselors (TCs).
- Assist in monitoring the Food and Nutrition Program.
- Assist in the planning and delivery of Upward Bound-related activities, projects, and special events.
- Reside in the assigned residence hall at all times with student participants except when absence is scheduled or approved by the Director. Enforce Upward Bound rules and expectations such as curfew, supervised study periods, and behavior guidelines. Also, enforce residence hall and university policies to ensure appropriate student participant behavior.
- Act at all times with full regard for each student's emotional and physical well-being.
- Accommodate reasonable requests for extra assistance by students, within the constraints of program guidelines and scheduling.
- Maintain professional and ethical relationships and boundaries with staff and student participants at all times, both during the entire length of the program and during any off-duty contact with students and staff. Coordinators must be especially sensitive to behavior or interaction with students that might appear to be improper and unprofessional.
- Communicate and share with program staff relevant information concerning student and program issues and seek immediate assistance from Director or other core staff members when a situation exceeds your experience or expertise, and inform such staff of any concerns regarding student participant behavior, including sickness, absences, drug use, etc.

Conditions of Employment

NOTE: UB17 is both a non-residential and a residential program. The residential Coordinator (RC) hired for UB17 must be available for the full 6-weeks and during all the components.

1. RC must be enrolled as a college student for the 2021-2022 academic year (seniors and graduate-level students are preferred for this position).
2. RC must be in good academic standing with the University; a GPA of 3.00 or higher is preferred.

3. RC must have experience supervising youth (high school age or college preferred)
4. RC should have experience working with first-generation students/ communities (preferred)
5. Experience in leading/facilitating small groups and workshops is preferred.
6. RC must be available for daily meetings and additional staff meetings as needed.
7. RC should have a valid driver's license
8. RC must be available to work during the non-residential weeks (**June 13th, 2022 through June 24th, 2022**)
9. RC must live in the residence hall while student participants are on campus (**June 26th, 2022 through July 22nd, 2022**) – weekends optional
10. RC must be available for daily evening meetings, typically held Sundays - Thursdays from 11:00 pm -12:00 am.
11. RC may not take classes or hold other employment during the UB Summer Program unless approved by the Director of College Access Unit.

Remuneration is a residential room with board while the program is in session, including meals during the employment period as well as all activity fees. The residential Coordinator is expected to work a minimum of 20 hours a week with this remuneration. Additional wages may be compensated based on approval at \$15.00/hr., and not to exceed a total of 40 hours a week. Residential Coordinator intending to hold additional summer employment positions must notify Director first as it may impact summer wages.

Important Summer Program Dates

- **Upward Bound Summer Program**
June 13 – June 24, 2022 (non-residential in Denver)
June 26 – July 22, 2022 (residential in Fort Collins at CSU)
- **Mandatory Summer Staff Training**
All Staff: Tentatively held for the week of June 6-10, 2022
- **Additional Training for Residence Hall Staff:**
Tentatively held for the week of June 6-10, 2022

Note: *If the Upward Bound Summer Program moves to an online model, the primary roles will remain the same, however, responsibilities will be altered to reflect a virtual program. Ambassadors will be responsible for fostering an online community of mutual respect, through connecting with participants remotely.*

Questions specific to the UB17 Residential Coordinator position can be directed to:

Jose Olivo
Jose.Olivo@colostate.edu
970-491-3586

To Apply:

Applications and information are available at the Access Center website at <http://accesscenter.colostate.edu/>. Applications will be considered until positions are filled. To ensure full consideration, a **complete application** and **current resume** must be submitted. Applications need to be submitted by: **January 24, 2021**. Candidates selected for interviews will be notified the week of **January 26, 2021**.

CSU is an EO/EA/AA employer.

Colorado State University conducts background checks on all final candidates, and all applicants must be 18 or older at the time of background check to be considered for a position.