

The Access Center
College Access Unit
Upward Bound 77 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 socioeconomic circumstances or inadequate school preparation.

For six weeks, Upward Bound provides an intensive residential summer program that takes place on the CSU campus. Approximately 50 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 UB77 Residential Coordinator will be responsible for supervising Upward Bound students and program implementation, with the support of full-time staff. The primary role is to facilitate the creation of a positive campus and residence hall environment which supports Upward Bound student's academic and personal success. In order 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 UB77 Residential Coordinator include:

- Provide supervision, academic support, and programming to students in a residence hall environment.
- Assist in the planning and delivery of Upward Bound related activities, projects and special events.
- 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 member 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.
- Reside in assigned residence hall at all times with student participants except when absence is scheduled or approved by the Director. Uphold Upward Bound guidelines and expectations such as curfew, supervised study periods, and community spaces. Also hold students and staff accountable to residence hall and university policies.

Conditions of Employment

NOTE: The Residential Coordinator (RC) hired for UB77 must be available for the full 6 weeks and during all components.

1. RC must have 1 year experience working with an Access Center College Access Program or related program (pre-collegiate, Upward Bound, Educational Talent Search, Summer Bridge, etc).
2. RC must be enrolled as a college student for the 2023-2024 academic year (seniors and graduate level students are preferred for this position) OR have obtained a bachelor's degree.
3. RC must be in good academic standing with the University; a GPA of 3.00 or higher is preferred.

4. RC must have experience supervising youth (high school age or college preferred)
5. RC should have experience working with first-generation students/communities
6. Experience in leading/facilitating small groups, workshops, meetings.
7. RC must be available for daily meetings and additional staff meetings as needed.
8. RC should have a Valid driver's license
9. RC must live in the residence hall while student participants are on campus **(6/9- 7/19)**
10. RC may not take classes or hold other employment during the UB Summer Program unless approved by Director of Upward Bound Programs.

Remuneration is a residential room with board while residential programming 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 \$18 - 20/hr, and not to exceed a total of 40 hours a week. Residential Coordinators intending to hold additional summer employment positions must notify the Director first as it may impact summer wages.

Important Summer Program Dates

- Mandatory Summer Staff Training
All Staff: Tentatively held for the week of June 3-7, 2024
- Upward Bound Summer Program
June 8 – July 19, 2024

To Apply:

Applications and information are available at the Access Center website at <http://accesscenter.colostate.edu/about-us/open-positions/> Applications will be accepted and considered until all positions are filled. To ensure full consideration, a **complete application** and **current resume** must be submitted **online at the link above by February 14th by 11:59 pm.**

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

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970-491-2169

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.