Rutgers Upward Bound Summer Institute
Assistant Hall Director

The Upward Bound Assistant Hall Director is full-time, seven-week, live-in position with a pre-summer institute part-time commitment. Reporting to the Program Coordinator, the Assistant Hall Director will be responsible for assisting the Hall Director in staff supervision, community development and crisis intervention. This position will work very closely with the Hall Director with shared supervisory duties and a shared duty schedule. The Assistant Hall Director will maintain an environment that promotes academic excellence, social development and intellectual growth as well as getting youth motivated about attending college and attending Rutgers University. The Assistant Hall Director will assist with the planning and execution of training week. This appointment begins on Monday, June 1, 2015 through August 7, 2015.

MINIMUM REQUIREMENTS
- Must have 1 year of residence life employment experience in higher education (supervisory experience preferred)
- Must have strong leadership, communication, programming, and organizational skills
- Must be able to commit to full time employment for the duration of the Summer Institute
- Must have a valid driver’s license
- Must have access to a vehicle
- Must live in the assigned residence hall
- May not hold any outside employment that interferes with the performance of the duties of the Hall Director
- Must be willing to undergo a background check

COMPENSATION
- 10-15 hours at $10 per hour of in-office prep time from June 1, 2015 – June 19, 2015
- Compensation during the Summer Institute includes:
  - $4000 stipend (June 21, 2015 - August 7, 2015)
  - Apartment

SUPERVISION
- Responsible for holding Resident Mentors accountable for all job responsibilities, which includes expected standards of conduct and ethics; provide formal evaluations of Resident Mentors
- Participate in the planning and training of Resident Mentors, and implementation of policy within the Summer Institute, which may include carrying a duty device while employed with the Summer Institute.
- Responsible for the overall management of the residence hall, maintenance of the building and enforcement of the RUB & RUBMS Summer Institute Residence Life Rules and Regulations.
- Assign staff evening duty rotation at various locations and make appropriate changes based on need
- Address, resolve and mediate staff issues and monitor performance involving the Resident Mentors
- Meets with Resident Mentors on a weekly basis to address issues and student concerns
- Assist Resident Mentors regarding personal and professional concerns and/or needs
- Develop and maintain a close working relationship with each Resident Mentor to promote a cohesive, responsive staff team
- Develop and implement plans to recognize the accomplishments of Resident Mentors
- Conduct individual and group meetings with Resident Mentors on a weekly basis, or as necessary.
• Ensure commuter students and residential students get to and from all locations via the RA staff
• Ensures staff to student ratio is applied during major trips, events, and off campus activities
• Conducts informal mid-summer evaluation and formal end of summer evaluation of staff with recommendations for future hire

**DUTY/CRISIS RESPONSE**

• Carry assigned duty phone and serve as the first level of response for non-emergencies and student issues.
• Shares in-hall duty rotation with Program Coordinator/Hall Director.
• Conducts a documented round at least one per hour, to enforce program polices for staff and students.
• Coordinating with Hall Director, implement an assigned duty roster for all Resident Mentors, which includes carrying an assigned duty phone while employed by the Summer Institute.
• To assist in matters concerning the safety, welfare and rights of students and the protection of University property and any other safety issues or concerns
• Makes changes to duty schedule as necessary, ensuring that all programming and duty functions are properly staffed.
• With Hall Director, serve as the first emergency response person for the Residence Hall
• Execute a duty role and or program in absence of an assigned Resident Mentor
• Ensure that Resident Mentors follow up on problems and issues with their assigned students in consultation with the RUB full-time professional staff.
• Report serious matters within, and concerning, the residence halls to the Program Coordinator

**ADMINISTRATIVE**

• Assist with developing, creating and maintaining a master schedule of all programs and in-hall tutoring.
• Attend all Summer Institute staff meetings, including meetings called by the Program Coordinator and maintain daily contact with the RUB/RUBMS full-time professional staff.
• Hold regular evening office hours in the hall and remains visible.
• Maintain accurate RUB Summer Institute Residence Life records and files; ensure that the Program Coordinator is informed about concerns involving the building, students, and staff; submit reports pertaining to those concerns on a timely basis.
• Shares responsibility with Hall Director/Program Coordinator for supervision of programs, events and major functions of the Summer Institute.
• Responsible for weekly updates of student departures and updates to Hall Director/Program Coordinator.
• Keeps accurate receipts and budget justifications in order chronologically to be reconciled weekly during the summer institute via the Program Coordinator in the central Upward Bound office.
• Ensure that all commuter student attendance records are updated in a timely fashion and reported to the Program Coordinator.
• Complete tasks and assignments in a timely matter or established deadlines as assigned by the Program Coordinator or Program Coordinator.
COMMUNITY DEVELOPMENT

- Assist in development of new and innovative ideas to promote the mission of the Summer Institute
- Assist with facilitating staff members’ abilities to promote positive attitudes about education among students
- Responsible for planning and implementation of Opening and Closing Activities for Summer Institute participants with Hall Director
- Assist staff members in providing information and guidance in making Summer Institute participants aware of University offices, academic programs, regulations, policies and procedures
- To assist staff members in helping students to develop efficient and effective organizational and interpersonal coping skills
- Maintain constant and positive working relationships with the Rutgers Upward Bound full-time professional staff, summer faculty and with other University departments
- Responsible for management and execution of study groups and tutoring program in the residence hall under director of Program Coordinator
- Attend all trips and activities during Summer Institute