Rutgers Upward Bound
Hall Director

The Summer Institute is a vital part of the Rutgers Upward Bound & Upward Bound Math-Science experience. It seeks to provide high-school students with an on-campus immersion experience of college life. The 2015 Summer Institute dates are Saturday, June 27, 2015 through Friday, August 7, 2015. The Summer Institute is an intensive, six-week, residential program, which all members of the Upward Bound community are expected to attend. The Summer Institute aims to create a college-like academic environment that encourages participants to develop autonomy, academic responsibility, and expand their knowledge of their own scholastic competencies in preparation for college.

MINIMUM REQUIREMENTS

- Must have two years of residence life employment experience in higher education (supervisory experience preferred)
- Must have strong leadership, communication, programming, and organizational skills
- Must be able to 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 commitments
- Must be willing to undergo a background check

COMPENSATION

- 10-15 hours at $10 per hour of in-office prep time in June 2015
- Compensation includes:
  - $5500 stipend
  - Meals during training week
  - Apartment for the duration of training and the Summer Institute

APPLICATION

- All applicants must submit their cover letter and resume to upwardbound@echo.rutgers.edu by Monday, November 3, 2014.

GENERAL OBJECTIVES

- Facilitate staff members’ abilities to promote positive attitudes about education among students
- To 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
- 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
- Shares responsibility with RUBMS Developmental Specialist for supervision of programs, events and major functions of the Summer Institute
- Assist in development of new and innovative ideas to promote the mission of the Summer Institute
- Facilitate the enhancement of the academic experience beyond the classroom through the Residence Hall experience

DUTY RESPONSIBILITIES

- Carry out evening duty rotation responsibilities with Resident Mentors
- Makes changes to duty schedule as necessary, ensuring that all programming and duty functions are properly staffed.
- Share duty rotation with the RUBMS Developmental Specialist
- Serve as the first emergency response person for the Residence Hall
- Execute a duty role and or program in absence of an assigned RA
- Ensure commuter students and residential students get to and from all locations via the RA staff
- Ensure that all commuter student attendance records are updated in a timely fashion and reported to the RUBMS Developmental Specialist

**SUPERVISORY AND ADMINISTRATIVE RESPONSIBILITIES**

- 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.
- Maintain accurate RUB Summer Institute Residence Life records and files; ensure that the RUBMS Developmental Specialist is informed about concerns involving the building, students, and staff; submit reports pertaining to those concerns on a timely basis
- Hold regular evening office hours in the hall and remains visible
- 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
- Attend all Summer Institute staff meetings, including meetings called by the RUBMS Developmental Specialist and maintain daily contact with the RUB/RUBMS full-time professional staff
- Develop and implement plans to recognize the accomplishments of Resident Mentors
- Ensure that Resident Mentors follow up on problems and issues with their assigned students in consultation with the RUB full-time professional staff.
- 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.
- Complete tasks and assignments in a timely matter or established deadlines as assigned by the Program Coordinator or RUBMS Developmental Specialist.
- Conduct individual and group meetings with Resident Mentors on a weekly basis, or as necessary.
- Assist with developing, creating and maintaining a master schedule of all programs
- Implement an assigned duty roster for all Resident Mentors, which includes carrying an assigned duty phone while employed by the Summer Institute
- Maintain constant and positive working relationships with the Rutgers Upward Bound full-time professional staff, summer faculty and with other University departments
- Evaluate the performance of Resident Mentor staff. Provide feedback to full-time professional staff and Resident Mentors.
- Report serious matters within, and concerning, the residence halls to the RUBMS Developmental Specialist
- Responsible for holding Resident Mentors accountable for all job responsibilities, which includes expected standards of conduct and ethics; provide formal evaluations of Resident Mentors
- Update staff on upcoming events or changes to the programming schedule through weekly calendars
- Conducts informal mid-summer evaluation and formal end of summer evaluation of staff with recommendations for future hire

**PROGRAMMING AND TRIP RESPONSIBILITIES**

- Ensures all programs are properly planned and executed in and outside of the residence hall
- Implements, updates and regularly reviews in-hall programming.
- Follows up with Upward Bound Main Office staff and Program Coordinator to ensure all central programming is executed and planned properly and clearly instructs Resident mentor staff about their roles.
- 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.
- Ensures staff to student ratio is applied during major trips, events, and off campus activities.
- Ensures all in-hall recreational programming is educational and exciting for residents by attending and or evaluating their success.
- Makes changes to future RA programming based on evaluations of program.
- Conducts student informal and formal evaluations on recreational, building, and programs using the establish template.
• Provides a final evaluation report of each program conducted throughout the summer and send to Developmental Specialist.