



Position Description

General Information	
UW System Title:	Ad Hoc Program Specialist
UW System Code:	
Business Title:	DCA Pre-College Residence Hall Director
Supervisor's Business Title:	Program Advisor, Upward Bound Program
Hours/Shift/Work Schedule:	Live-in position, all dates of 6/12/25 to 7/27/25 with 1 day off per week.
Check as needed:	<input checked="" type="checkbox"/> Weekends <input type="checkbox"/> Holidays <input checked="" type="checkbox"/> Evenings <input type="checkbox"/> On call <input checked="" type="checkbox"/> Varied hours
Principal Work Location:	Main Campus
Department:	Diversity and College Access
Supervisory Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Employee Category:	<input type="checkbox"/> University Staff <input checked="" type="checkbox"/> Faculty/Academic Staff/Limited
FLSA Status:	<input type="checkbox"/> Non-exempt (hourly) <input checked="" type="checkbox"/> Exempt (salaried)
Date Created/Updated:	1/9/2025
Position of Trust:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
(Defined as: Having property access, financial/fiduciary duties, and all executive positions)	
Position of Trust with Access to Vulnerable Populations:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
(Defined as: Responsibilities require unsupervised or significant access to vulnerable populations, defined as minors and medical patients. For purposes of this policy, a minor is a person under the age of eighteen (18) who is not enrolled or accepted for enrollment at a UW System institution. Examples of settings with vulnerable populations include child care centers, summer camps for minors, precollege or enrichment programs, and health care facilities. For additional information, view the University of Wisconsin System Criminal Background Check Policy .)	

Department Description
The primary mission of Diversity and College Access (DCA) is to improve the retention and graduation rates for African American, Asian American and Pacific Islander, Latinx, Native American and LGBTQ+ students. DCA connects these students to on and off campus resources and supports pre-college programs for low-income, first generation and academically at-risk high school students.

Position Summary
This is a temporary six-week summer residence hall live-in position with the Diversity and College Access (DCA) Pre-College Summer Programs. The two programs are Upward Bound (UB) and English for College (EFC). Upward Bound is an academic college preparatory program for low-income and/or first-generation college bound high school students. EFC is a college preparatory program for Wisconsin high school English Language Learners. The Hall Director will supervise the program's participants and the residence hall Residential Advisors. You will be living in the residence hall during the six (6) weeks of the summer session and will be responsible for creating a safe living and learning environment. The Hall Director will also chaperone field trips, monitor and interact with students during activities and serve as a positive role model throughout the summer programs.

DATES OF EMPLOYMENT and SALARY: June 12, 2025 – July 27, 2025. **This is a six-week, temporary position and is contingent upon federal grant funding.** Salary range: \$4,500 - \$5,000 based on education and experience. Salary may be paid in lump sum payments.

Primary Responsibilities (as a guideline, use Job Responsibilities from Job Overview section of the <u>Job Library</u> and support using specifics of the position)	% of Time
<p>Residence Hall Management</p> <ul style="list-style-type: none"> • Provide a safe living and learning environment for students in the residence hall. • Take lead responsibility in ensuring that all program participants (approximately 85) and Residential Advisors (approximately 8) are following all DCA, Upward Bound and UWSP policies, rules, and guidelines. • Monitor engagement activities in the residence and other as assigned. • Manage conflict within the residence hall • Dispense medications or delegate medication handling in the absence of the Healthcare Admin Assistant • Manage system used in communicating and tracking of students' residence hall check-in/checkout with parents and guardians • Act as a liaison between DCA and UB Staff, instructors, students, and parents • Ensure the proper return of EFC and UB supplies and equipment at the end of the summer programs. 	45%
<p>Supervise Residential Advisors and Program Students</p> <ul style="list-style-type: none"> • Address student issues/concerns • Create and maintain duty and day off schedules for the Residential Advisors • Supervise all Residential Advisors including completion of their mid-point and final evaluations. • Apply and enforce Residential Advisors and program participants' Codes of Conduct. • Administer conduct meetings and follow-up communication with DCA and UB Administrative staff within 24 hours 	40%
<p>Other</p> <ul style="list-style-type: none"> • Chaperone field trips and execute pre-planned and unplanned activities. • Communicate programs policies/procedures to parents/guardians when needed. • Attend meetings with other UB/DCA Administrative staff and parents/guardians when necessary. • Other duties as assigned 	15%

Qualifications – Knowledge, Skills, and Abilities:

Required Knowledge, Skills, and Abilities

- Bachelor's degree from an accredited institution of higher education
- Strong public speaking and facilitation skills
- Strong written communication skills
- Strong organizational and time-management skills
- Ability to be flexible, adaptable and team oriented
- Experience in supervising student employees
- Demonstrated ability to make informed decisions independently

- Demonstrated ability to manage conflict
- Valid driver’s license (Must have had for 2 years by June 2025 UW System driver requirement)
- **May not be enrolled in or plan to be enrolled in more than 3 credits of summer coursework during the six-week period of the summer camp.**

Preferred Knowledge, Skills, and Abilities

- Experience in working with youth programming and/or residential summer camps
- Familiarity and sensitivity with limited income high school students
- Ability to work in a fast-paced environment
- Demonstrated ability to follow and enforce Codes of Conduct
- Ability to use discretion and maintain confidentiality (i.e. FERPA and HIPPA guidelines)
- Experience in conducting training/orientation programs for student employees
- Proficiency in using technology and Microsoft Office applications
- First Aid/CPR Certification
- Knowledge of Upward Bound and other TRIO Programs

Other – Knowledge, Skills, and Abilities:

- Job Requires Driving a State Vehicle
- Pre-employment Physical Assessment Required
- Pre-Employment Financial Check Required
- Independent travel is a core function of the job

Physical Effort/Demands:

	Never (0%)	Seldom (1-10%)	Occasionally (11-33%)	Frequently (34-66%)	Continuously (67-100%)
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting (arms above your head to reach high and/or difficult areas)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 0-10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 11-20 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 21-30 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting 31-50 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Equipment Operated:

- Various computer systems and/or software, calculator, fax machine, office copier, telephone, and other electronic office devices.

Working Environment:

The noise level in the work environment is usually quiet.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

UW-Stevens Point is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the University will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee Name

Date

Employee Signature

Date

Supervisor Name

Date

Supervisor Signature

Date