**Position Description**

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| **Classification Title:** | Ad Hoc Program Specialist |
| **Working Title:** | Pre-College Residence Hall Director |
| **Supervisor’s Working Title:** | Program Advisor, Upward Bound Program |
| **Hours/Shift:** | Live-in position, all dates of 6/12/25 to 7/27/25 with 1 day off per week. |
| **Department:** | Diversity and College Access and Upward Bound Program |
| **Supervisory Position:** | Yes No  |
| **Employee Category:** | Academic Staff |
| **FLSA Status:** | Exempt Non-exempt |
| **Date Created/Updated:** | 12/20/24 |
| **Position of Trust:** | Yes No (Defined as: Having access to vulnerable populations, property access, financial/fiduciary duties, and all executive positions) |
| **Position of Trust with Access to Vulnerable Populations:** | Yes No (Defined as: Position requires unsupervised or significant access to minors, under the age of 18 who are not enrolled or accepted for enrollment at a UW System Institution, and medical patients) |

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| 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.Background checks are performed on all applicants interviewed.**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.A qr code on a white background  Description automatically generated**APPLICATION PROCEDURE & DEADLINE:** Complete online application by scanning the QR code or using this form, <https://forms.office.com/r/YFdsj9EUEC>. **Completed application materials must be received no later than February 17, 2025** |
| Primary Responsibilities: | % of Time Spent |
| Residence Hall ManagementProvide 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% |
| Supervise Residential Advisors and Program Students* 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% |
| **Other*** 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
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| **Physical Effort/Demands:** |
| Sitting, standing, walking |
| **Equipment Operated:** |
| Various computer systems and/or software (including Canvas, Microsoft Outlook, Zoom) |
| **Working Environment:** |
| Classroom, fieldtrips, residence hall with high school students grades 9-12. |

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.

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Employee Name Date

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Employee Signature Date

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Supervisor Name Date

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Supervisor Signature Date