



University of Wisconsin-Stevens Point

Diversity and College Access
Upward Bound Program

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RESIDENTIAL ADVISER (LIVE-IN POSITION)

OVERVIEW: Upward Bound is an academic college preparatory program for low-income and/or first-generation college bound high school students. As a Residential Adviser, you will be living in the residence hall during the 6-week summer session and will be responsible for supervising and mentoring students as well as promoting a safe and fun learning environment. In addition, you will also attend classes with students and assist them with homework during study sessions. As a Residential Adviser, you also chaperone field trips, interact with students during activities and serve as a positive role model.

QUALIFICATIONS:

- Must be enrolled at an institution of higher education (undergraduate or graduate)
- Two years of college course work completed at a postsecondary institution by June 2025
- Minimum 2.75 GPA
- Excellent organizational skills
- Ability to communicate professionally and effectively
- Ability to be flexible, adaptable and team oriented
- Ability to model effective conflict resolution and being a positive community member
- Demonstrate responsible and professional conduct to ensure program goals are met.
- **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 QUALIFICATIONS:

- Three years of college course work completed at a postsecondary institution.
- Minimum 3.0 GPA
- Ability to work with high school students from underrepresented populations
- Experience working with youth programming and/or residential summer camps
- Tutoring experience
- Ability to work in a fast-paced environment
- First Aid, CPR and/or Lifeguard certifications
- Familiarity with TRIO and Upward Bound Programs
- A valid driver's license for 2 years by June 2025, a UW System driver requirement to drive state vehicles.

DUTIES:

- Serve as a resource and mentor to participants in developing their academic, social, and personal skills and overcoming challenges.
- Supervise program participants in the residence hall, on campus and on assigned field trips.
- Escort students to classes, meals and activities as well as attend assigned classes
- Monitor daily study sessions and provide tutorial assistance to students
- Meet with assigned students regularly to provide guidance and feedback.
- Participate in and encourage participant involvement in all program activities.
- Understand and enforce the Upward Bound Rules and policies
- Serve as a driver to transport participants to and from activities as needed.
- Serve as a monitor for the USDA Summer Food Service Program
- Model responsible and positive leadership, conflict resolution and citizenship

- Track, record and follow up on assigned students' academic performance
- Report student issues/concerns to program's Administrative staff within 24 hours
- Complete required student evaluations
- Properly return supplies and equipment promptly at the program's end
- Other tasks as assigned

OTHER: This position requires working long hours, including nights and weekends. Background checks are performed on all applicants interviewed. It is the policy of the University of Wisconsin - Stevens Point to provide reasonable accommodation to qualified individuals with a disability who are applicants for employment or employees.

DATES OF EMPLOYMENT & SALARY: June 12, 2025 – July 24, 2025. **This is a short-term temporary position that runs 24 hours per day with 1 day off per week and is contingent upon federal grant funding.** Total salary: \$3,325 paid in lump sum payments. HOUSING AND MEALS DURING THESE DATES ARE FREE TO EMPLOYEES.

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.**

