

**UPWARD BOUND PROGRAM
P.O. BOX 720
SPRINGFIELD, OHIO 45504**

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POSITION: BRIDGE COUNSELOR (2 Positions Available)

QUALIFICATIONS:

- must have prior experience with Upward Bound
- must have familiarity with Wittenberg faculty and staff
- must have ability to work with students of different races
- must demonstrate evidence of good organizational skills
- must have good communications skills
- must reside in residence hall with Upward Bound Bridge students
- must have two recommendation forms completed and submitted by a former employer or professor
- must maintain 24-hour residency, 6 days-a-week

RESPONSIBILITIES:

- must provide tutoring in all aspects of classwork to assigned students to ensure successful transition to college life
- must teach various workshops on the college experience
- must maintain contact with Summer School faculty to determine each student's attendance, class participation, completion of assignments, general attitude, and grade average
- must maintain adequate documentation of students' class participation
- must obtain from each instructor a mid-term progress report as well as a Final Progress Report
- must encourage and motivate students, promote good study habits, and help strengthen study skills
- must oversee the physical maintenance of the dormitory as it pertains to Upward Bound Bridge students (This involves establishing procedures for key assignment and collection; prevention of abuse to furniture, lounges, and rooms; checking the condition of rooms before and after Upward Bound student occupancy; and stipend distribution)
- must enforce dormitory rules and regulations
- must assist the Assistant Director in planning a social and cultural program for the Bridge students
- must periodically meet with Academic and Career Education Coordinator
- must reside in campus housing 24 hours per day, six days per week

DATES: Sunday, June 23, 2024, to Friday, August 2, 2024

SALARY: \$3,500.00* plus room and board (Saturday and Sunday meals are at employee's expense)

POSITION: HEAD RESIDENT (1 Position Available)

QUALIFICATIONS:

- minimum of a bachelor's degree, Masters preferred, in student personnel services, counseling, psychology, or education; or a Bachelor's degree in psychology, education, or one of the behavioral sciences coupled with an unusually significant background of experiences which could be substituted for formal training or an advanced degree
- must be able to demonstrate ability to organize and communicate with low income and minority high school youths
- must be capable of supervising college age adults who may be close to one's own age
- must have two recommendation forms completed and submitted by former employers or professors
- must have a thorough understanding of the characteristics and needs of the low-income student and his/her family
- must be able to demonstrate competency in the areas of personal and academic counseling

RESPONSIBILITIES:

- must assist the Head Resident in supervising Undergraduate dormitory staff by establishing policies and procedures to create a wholesome living environment
- must provide academic and personal counseling for Upward Bound students
- must submit written individual or group counseling and dormitory reports
- must reside in designated residence hall with Undergraduate Project students
- must work closely with Head Resident and other administrative staff
- must attend all weekly residential staff meetings and Upward Bound faculty meetings
- must participate in scheduled activities
- must share in making regular classroom visits
- must share in attending Judicial Board Meetings
- must be available to students and other Upward Bound staff for conferences as it pertains to student problems
- must monitor students' health and well-being
- must work with Assistant Director in planning and supervising a well-rounded cultural and recreational program
- must assist the Head Resident in establishing routines for handling keys, use of games and recreational equipment
- must assure that the dormitory is kept clean and orderly, that fire prevention regulations are followed, and that dormitory furniture, fixtures and rooms are not abused
- must maintain an orderly and up-to-date flow of communication between the Head Resident, students, dormitory staff, and administrative staff
- must implement all policies and procedures as detailed by the Project Director, Assistant Director and Head Resident
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