2016 EMPLOYMENT ANNOUNCEMENT

Applications are now being accepted for Resident Advisor and Resident Tutor positions with the Upward Bound Project at Occidental College.

The 2016 Upward Bound Summer Project at Occidental College is an intensive, exciting, fast-paced and concentrated five-week experience for low income potential first generation high school students. The primary goal of the Occidental College Upward Bound Project is to assist students who are potential first generation college bound from low income backgrounds to enroll in and graduate from post-secondary programs of education.

DEADLINE: MONDAY MARCH 21, 2016

If you have any questions or concerns please contact upwardbound@oxy.edu

INTERVIEWS ARE REQUIRED OF ALL APPLICANTS

Getting to Occidental College

Directions: Occidental College is located in northeast Los Angeles in the community of Eagle Rock, between Pasadena and Glendale.

From Pasadena/San Gabriel Valley: Take the Foothill Freeway (210) west to its merger with the Ventura Freeway (134). Follow the 134 to the Colorado Blvd. Exit. Take Colorado Blvd. To Eagle Rock Blvd. Turn left on Eagle Rock Blvd. And continue four traffic lights to Westdale Avenue. Turn left and follow Westdale Avenue until it ends at Campus Road. Turn right on Campus Road until the first four-way stop at Alumni Avenue. Turn left on Alumni Avenue and turn right on Weller Road where campus parking is available.

From Glendale/San Fernando Valley: Take the Ventura Freeway (134) east through Glendale to the Harvey Drive exit. Turn right at the end of the off-ramp and then left at the light onto Broadway. Broadway will merge with Colorado Blvd. Continue on Colorado Blvd. To Eagle Rock Blvd. Turn right on Eagle Rock Blvd. And continue four traffic lights to Westdale Ave. Turn left and follow Westdale until it ends at Campus Road. Turn right on Campus Road until the first four-way stop at Alumni Avenue. Turn left on Alumni Avenue and turn right on Weller Road where campus parking is available.

From Downtown Los Angeles: Take the Harbor/Pasadena Freeway (110) North to the Golden State Freeway (5). Go north on the 5 towards Bakersfield to the Glendale Freeway (2). Take the Glendale Freeway toward Glendale to the Verdugo Road exit; turn left at the end of the off-ramp onto Eagle Rock Blvd. Follow Eagle Rock Blvd. Five traffic lights to Westdale Avenue. Turn right and follow Westdale Avenue until it ends at Campus Road. Turn right on Campus Road until the first four-way stop at Alumni Avenue. Turn left on Alumni Avenue and turn right on Weller Road where campus parking is available.

PARKING: Campus parking is free.

Upward Bound at Occidental College is a Title IV TRiO Program. Funds for the current cycle 2013-15 are provided through the U.S. Department of Education, $318,873 (91% of project cost); USD-A/SEP/CTE: $4,500 (95% of project cost); and a matching grant from Occidental College, $34,040 (95% of project cost). Participation in the Upward Bound Project at Occidental College is available to eligible students without regard to race, color, national origin, age, sex, or handicap. Any individual who believes that he or she has been discriminated against in an U.S. Department of Education program, activity or service should write the Secretary of Education, Washington, D.C. 20250.
## Resident Advisor

**Salary:** $410 - $450/week  
**Living Arrangements:** Six weeks plus room and board  
(Salary dependent upon previous Upward Bound experience)  
**Academic Transcript Required**

The Upward Bound Summer Project employs (6) six college students as Resident Advisors to supervise, advise and tutor approximately (74) seventy-four students from Belmont, Franklin, Lincoln and Wilson High Schools in the Los Angeles Unified School District.  

Each Resident Advisor is assigned (10) ten students. The Resident Advisor lives in the residence hall for a total of six weeks. Resident Advisors report directly to the Associate Director and are responsible for the following:

- Be willing and able to work on an eight person team as a contributor, leader and negotiator;
- Provide daily residential supervision for students participants throughout the tenure of the program. Complete weekly reports and other related program documents as required;
- Develop and implement program activities to promote a sense of community within and outside of the residence hall as a team member and as an individual responsible for a specific RA group.
- Be informed and able to instruct students regarding emergency procedures; assist in and implement crisis management procedures and reports;
- Work with all residential staff to ensure that safety and health regulations are vigorously monitored and observed in the residence hall as well as the campus at large;
- Be on-call 24 hours per day, six days per week.

**QUALIFICATIONS:** Must be currently enrolled in a AA or Bachelor's degree program and completed two years of said program and be twenty years of age or older. One year experience working with low income, first generation, under-represented students either as a tutor, teacher's aide or counselor assistant preferred. Applicant must be in good academic standing, maintain a cum GPA of 2.5 and be in good standing at current institution. One year experience living and working in a college residential setting, preferred. Bilingual skills highly desired.

## Resident Tutor

**Salary:** $370 - $405/week  
**Living Arrangements:** Six weeks plus room and board  
(Salary dependent upon previous Upward Bound experience)  
**Academic Transcript Required**

The Upward Bound Summer Project employs (6) six college students as Resident Tutors to provide supplemental instruction in Mathematics, English electives, Science and Foreign Language to (74) seventy-four LAUSD high school students.  

Each Resident Tutor assists participants as a tutor in math, English, Science, Foreign Language, and Social Science electives in the Summer Program. The Resident Tutor lives in the residence hall for a total of six weeks and provide tutorial assistance in courses as assigned and daily supervision of all students. Resident Tutors report directly to the Academic Coordinator and are responsible for the following:

- Assist instructors as classroom aides during the morning and afternoon courses;
- Provide individualized assistance during study hall and lab session in the afternoon;
- Plan and implement workshops and study review sessions in the evenings;
- Assist Resident Advisors in the social, cultural and recreational events; supervise students to ensure safety and well-being.

**QUALIFICATIONS:** Must be currently enrolled in an AA or Bachelor's degree program and completed one year of said program and be 19 years of age or older. A cum GPA of 3.0 or higher required; transcript required for verification of GPA. Must have completed high school math curriculum through Math Analysis/Trigonometry with a B or higher at each level; must have completed high school English curriculum with a B or higher at each level. In addition, one year experience working with low income, first generation underrepresented students as a tutor, teacher’s aide or counselor’s assistant, preferred. One year experience living and working in a college residential setting, preferred. Bilingual skills highly desired.

## Staff Move-In/Move-Out Dates

**Staff Move-In:** Monday, June 20, 2016  
**Student Move-In:** Sunday, June 26, 2016  
**Student Move-Out:** Friday, July 29, 2016  
**Staff Move-Out:** Saturday, July 30, 2016