ANNOUNCEMENT OF SUMMER POSITIONS

Residential Advisors
for Upward Bound (UB) and Upward Bound Math & Science (UBMS)

Dates of Employment: May 28, 2019 – July 12, 2019
Salary between $2,000 - $2,700
(Includes meals and dorm room)
Location: Mesabi Range College
Virginia, MN

Description of Position

The Residential Advisor plays a key role in the summer programs of Upward Bound and Upward Bound Math & Science. Responsibility includes: living on Mesabi Range College’s campus with participants, leading participants in activities, and maintaining and enforcing program policies. Residential Advisors implement summer program recreation, social and academic tutoring activities; assist in arranging for the personal and medical needs of the students; assist in activity planning and supervision; and maintain accountability of student participants. An important component of this position is the participation in the academic well-being of the students that includes tutoring both in and outside of the classroom and laboratory. This position may include additional responsibilities such as advising and mentoring activities to summer session participants, transporting students, aiding in the check-in and checkout of students, and the final clearing of the dorms, and other duties as assigned. The majority of work hours takes place during afternoon, evening, and overnight timesframes. All successful candidates must submit to a Kari Koskinen background check upon offer of employment. For more information on the programs follow these links:

https://www.mesabirange.edu/admissions/hs-options/upbound-ms
https://www.mesabirange.edu/admissions/hs-options/upbound

Minimum Qualifications

1. Currently working toward an Associate’s degree or higher.
2. Minimum post-secondary 2.5 cumulative grade point average.
3. Ability to relate to culturally and racially diverse individuals served by the Project.
4. Strong and caring interpersonal communication skills.
5. Demonstrated leadership experience.
6. A valid driver’s license.

Preferred Experience

1. Prior experience with Upward Bound or Upward Bound Math & Science.
2. Experience working with high school age students.
3. Knowledge of residential housing operation.

Application Deadline

4:00 PM Friday February 1st, 2019

Send application, resume, and unofficial transcripts via postal mail, e-mail, or in-person to:

Zeb Norenberg
Upward Bound/Upward Bound Math & Science
Mesabi Range College
1001 West Chestnut Street
Virginia, MN 55792
Office M215
(218) 749-7763
z.norenberg@mesabirange.edu