Position Opening

POSITION: Upward Bound Resident Advisor  
STATUS: Full-time / Non-benefitted / Non-exempt / Seasonal (Temporary)  
COMPENSATION: $16.00 - $16.50 per hour  
DEPARTMENT: Upward Bound Projects  
LOCATION: CSU, Chico (reside in Lassen and Shasta Halls)  
RECRUITMENT ID: 032

RESIDENCY: Candidate must be a California resident. Chico State Enterprises is not a sponsoring agency for staff and management positions (i.e. H-1B Visas).

ESSENTIAL JOB FUNCTIONS: Program dates are June 9 - July16, 2024. Weekend classes during the Spring 2024 semester & mandatory training dates TBD for May and June 2024.

Upward Bound is a federally funded college prep program that prepares high school students for their next year in high school by providing academic courses, leadership skills and career exploration during a six-week residential program on campus. Under the supervision of the Assistant Director and Head Resident Advisors, Resident Advisors will supervise 220 high school participants participating in the summer residential program.

- Live in the residence hall for the duration of the 6-week program
- Submit written weekly evaluations of participants
- Work cooperatively in planning and implementation of activities with Head Resident Advisor and other Resident Advisors
- Monitor participants to gauge their academic and social progress and overall well-being
- Attend classes with participants daily and assist teachers
- Supervision of students, dorms, program activities, etc.
- Tutor participants daily during study hours
- Serve as role model and motivate participants towards higher education
- Organize social, cultural, and recreational activities for participants
- Work 40 hours per week with ability to work more if necessary
- Personal Time Off not permitted from June through July, applicant must be available to work their scheduled shift with little to no accommodations.

Additional compensation details:

- Single room and meal plan for the duration of the summer program. Summer program dates are June 9, 2024 - July 16, 2024.
- Meal Plan includes: Breakfast, Lunch and Dinner Monday through Thursday, and Breakfast and Lunch on Fridays, and early check-out days.
- An official list of dates not covered in meal plan are to be determined, and will be provided prior to the program start date.
- Utilities (water, gas, electricity, trash, and wireless internet connection).
- CSU Chico summer parking permit
EMPLOYMENT STANDARDS:
OPEN TO ALL MAJORS. Must have successfully completed at least one year of college; experience working with high school students is highly desirable, especially in a residential setting or tutoring; ability to communicate effectively; preference given to persons pursuing careers in education or related fields and to those with academic strengths in the following areas: math, science, technology or Spanish. Applicants must possess a minimum cumulative 2.5 GPA.

All new Resident Advisors must be current CSU, Chico students and must enroll in a two-unit class for the Spring 2024 semester - EDUC 509 and submit a copy of your unofficial transcripts. All returning Resident Advisors do not have to be current CSU, Chico students but must provide proof of completion of course (EDUC 509) by submitting copy of your unofficial transcripts with your application. A valid California driver’s license is preferred but not required.

All work must be performed within the State of California.

Compliance training completion (approx. 4 hours of work time) is required of this position within the first 30 days of work.

The person holding this position may be considered a ‘mandated reporter’ under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

COMPLIANCE REQUIREMENTS:
- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.

Benefits:
- Sick leave (up to 5 days/year)

HOW TO APPLY:
To be considered, submit the following documents by January 31st, 2024. Documents submitted after this date may not be considered.
- Resume
- Chico State Enterprises Application
- Academic Transcripts

BY DROP BOX: https://csuchico.app.box.com/f/6e3c684a6b7642da96d337da19b2d963
BY EMAIL: csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER:
Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises’ policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work.