

Upward Bound – Summer Residence Hall / Activity Monitor

TITLE: Residence Hall / Activity Monitor

DEPARTMENT/DIVISION: Upward Bound

DATE PREPARED: February 22, 2022

REPORTS TO: Director of Upward Bound

CLASSIFICATION: Temporary (Part-time)

POSITION SUMMARY

Under general supervision, Residents Hall/Activity Monitors assist Upward Bound (UB) Staff with ensuring participants are not in the Residents Hall during class time. They also assist activity advisor with monitoring the Residents Halls and afternoon activities during free time. Activities may include hanging out in the residence halls, swimming, basketball, volleyball, etc.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, learns and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Handles confidential information with tact and discretion.
- Assists Upward Bound Coordinators throughout the day with supervision during meals, classes, and with planned activities.
- To ensure that participants are not in the residence halls during class time.
- Provides one-on-one support and encouragement to help the student develop an increased sense of confidence.
- Supervise activities and enforce program rules.
- Supervise activities and enforce program rules to ensure the health and safety of 15 – 25 participants.
- Monitor and interact with participants during field trips, activities, snack time and bus rides.
- Provide one-on-one support and encouragement to help participants develop an increased sense of confidence.
- Participate in activities when appropriate.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Knowledge:** Applicant must have leadership qualities and have the ability to function as a team player.
- Skills:** Applicant must be a self-starter, punctual, possess excellent time management skills, organizational skills, and communicate constructively and effectively.
- Abilities:** Applicant must be reliable and adhere to a strict weekly schedule while working with a diverse population. Must act professionally, maintain a great working relationship with the staff from Upward Bound, Seminole State College, Great Western Dining, and the Upward Bound participants.

APPROVALS:

Supervisor: _____ Date: _____

Vice President: _____ Date: _____

Human Resources: _____ Date: _____

Employee Review: I have read the above job description and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time in order to meet the College's needs. I attest I have been given a copy of this description.

Employee Signature: _____ Date: _____

APPLICATION PROCEDURE:

Applications are available in the Upward Bound office (Scott 108) during regular business hours (8:00 – 4:00). Completed applications should be submitted along with college transcripts (if applicable) to: Upward Bound, Seminole State College, P. O. Box 351, Seminole, Oklahoma 74818.

DEADLINE FOR APPLICATIONS:

Application reviews will begin on April 04, 2022 and will continue until the positions are filled.