

TITLE: Sponsored Programs Night Residence Hall Monitor
DEPARTMENT/DIVISION: Upward Bound
REPORTS TO: Director of Upward Bound
CLASSIFICATION: Temporary (Part-Time)

POSITION SUMMARY

Under general supervision the Night Residence Hall Monitor is responsible for monitoring the residence hall during the Upward Bound summer camp to ensure the security of all participants and staff. They will assist in public safety emergencies, complaints, concerns or questions and administer proper procedures to ensure the safety of participants and staff. They will also provide a nightly log of incidents or occurrences to the staff.

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 practices 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.
- Monitor residence hall rooms continuously throughout entire shift to prevent disruptive and loud behavior of camp participants.
- Participate in orientation/training sessions and attend scheduled staff meetings.
- To ensure health and safety of participants, perform nightly room checks.
- On occasion supervise or monitor activities while enforcing program rules.
- Complete nightly activity log of incidences or occurrences.
- Other duties as assigned by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Strong leadership qualities and can function as a team player.
- Communicates constructively and effectively
- Possess strong organizational, time management, and human relations skills.
- Must successfully pass a criminal background check.

APPLICATION PROCEDURE:

Applications are available in the Upward Bound office (Scott 108) during regular business hours (8:00 AM – 4:00 PM). 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 2, 2025 and will continue until the positions are filled.