

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

### **POSITION SUMMARY**

Under general supervision the Day Residence Hall Monitor is responsible for monitoring the residence hall during Upward Bound summer camp to ensure the security of all participants and staff. They are responsible for the checking in/out of participants who are leaving or returning to camp during the day. They also need to contact the coordinators if participants come to the residence hall during class time.

### **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.
- Checking in/out of participants leaving or returning to camp during the day.
- Communicate with coordinators if participants come to residence hall during class time.
- Participate in orientation/training sessions and attend scheduled staff meetings.
- To ensure health and safety of participants.
- On occasion supervise or monitor activities while enforcing program rules.
- Complete daily activity log of incidences or occurrences.
- Other duties as assigned by supervisor.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Strong leadership qualities and able to 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.