
CREIGHTON UNIVERSITY
UPWARD BOUND PROGRAMS SUMMER ACADEMY ASSISTANT RESIDENT DIRECTOR

2500 California Plaza (Labaj Building), Omaha, NE 68178

Phone: 402-280-3454 Fax: 402-280-3032

PURPOSE: To facilitate the academic, social, and cultural enrichment of high school students by supervising the residential staff members who act as mentors, role models, and advisers of the participants.

2025 DATES: June 2-6 (Training); June 8- July 11 (Summer Academy) (room and board provided); End of Year Trip: Week of July 12, 2025.

DAYS OF WORK: Sunday evening through early Friday evening. (Participants go home every Friday evening and return on Sunday evenings).

SUPERVISOR: Program Coordinators, Director

COMPENSATION: \$3,350-\$3,750 for the seven-week program addition to room, board, and travel, expenses, and all event admission fees (Pay dates are June 30, 2024 and July 31, 2025).

PRIMARY DUTIES

- Live in residence hall providing supervision to Residential Advisors and all Program participants in general
- Assist the Resident Director with Residential Staff in establishing and maintaining positive, respectful, mentoring relationships with assigned group in particular and all participants in general.
- Develop, implement, and supervise a five-week schedule of recreational and social activities.
- Supervise entire population during short and extended field trips.
- Establish positive relationships with parents and other primary caretakers of Program participants.
- Assign duty roster responsibilities (dining hall supervision, on-call duty, hall duty, supervising evening activities, miscellaneous errands, etc.)
- Conduct weekly meetings with summer staff to implement activities that increase group cohesion, address particular group concerns, and promote open communication. Assist in planning and implementing weekly dorm meetings.
- Clarify, monitor adherence to, and enforce program policies and procedures with particular attention to rules governing student conduct.
- Conduct fire drills, tornado drills, building and room inspections, key and ID checks.
- Monitor visitor access to residence hall as well as participant movement in and out of the building and between floors.
- Attend daily meetings with Program Coordinators.
- Conduct weekly staff meetings and nightly updates with Resident Advisors.
- Collect participant behavior reports; submit weekly activity reports.
- Develop cohesive relationships with the instructors/tutors.
- Assure that participants complete homework.
- Provide mentoring support in academic classroom, only when invited by the teacher. Attend weekly instructors' meetings
- Assist in monitoring student behavior during on and off-campus activities
- Adhere to Creighton University social media policies with regard to participant communication
- Complete and document internship or practicum obligations/projects for approval
- Other responsibilities as assigned by the Coordinators or Program Director.

MINIMUM QUALIFICATIONS/REQUIREMENTS

- Junior class standing by the end of Spring Term 2025 with a verified 2.50 cumulative GPA at any accredited college or university
 - Experience working with high school aged students.
 - Commitments to helping students succeed in higher education.
 - Previous involvement with educationally at-risk, culturally diverse youth populations.
 - English proficiency (verbal, reading, and writing).
 - Experience having lived in a residence hall (dormitory).
 - Managerial experience
 - Demonstrated maturity in use of appropriate leadership, communication, social and role modeling skills.
 - A valid driver's license with a good driving record is a plus!
- **SUBMIT RESUME, COVER LETTER & TRANSCRIPT**