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**CREIGHTON UNIVERSITY**  
**UPWARD BOUND PROGRAMS RESIDENT ADVISOR**  
2500 California Plaza (Labaj Building) Omaha, NE 68178  
Phone: 402-280-3454 Fax: 402-280-3032

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**PURPOSE:** To facilitate the academic, social, and cultural enrichment of high school students by being mentors, role models, and advisers while supervising 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:** Resident Director

**COMPENSATION:** \$2,500-\$3,000 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, 2024).

**PRIMARY DUTIES**

- Live in residence hall providing supervision to all program participants and to a specifically assigned group.
- Establish and maintain positive, respectful, mentoring relationships with all participants.
- Develop, implement, and supervise a five-week schedule of recreational and social activities.
- Supervise assigned group and entire population during short and extended field trips.
- Establish positive relationships with parents and other primary caretakers of program participants.
- Uphold duty roster responsibilities (dining hall supervision, on-call duty, hall duty, supervising evening activities, miscellaneous errands, etc.)
- Attend 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.
- Participate in weekly training sessions and staff meetings with Program Coordinators.
- Participate in weekly staff meetings and nightly updates with Resident Director.
- Prepare participant behavior reports; submit weekly activity reports.
- Develop cohesive relationships with the instructors and/or tutors.
- Assure that participants complete homework.
- Provide mentoring support in academic classroom, only when invited by the teacher.
- Assist in monitoring student behavior during on and off-campus fieldtrips
- Wear appropriate business casual work attire including designated clothing items
- 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 Resident Director, Coordinators or Program Director.

**MINIMUM QUALIFICATIONS/REQUIREMENTS**

- Sophomore 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.
- English proficiency (verbal, reading, and writing).
- Experience having lived in a residence hall (dormitory).
- Demonstrated maturity in use of appropriate leadership, communication, social and role modeling skills.
- Previous involvement with educationally at-risk, culturally diverse youth populations.
- A valid driver's license with a good driving record is a plus!
- **SUBMIT RESUME, COVER LETTER & TRANSCRIPT TO ADDRESS ABOVE.**