The University of Texas at Arlington
UPWARD BOUND PROGRAM

TRIO RESIDENT ASSISTANT
6-week Summer Program

The Upward Bound Program is looking for responsible students to fill our Resident Assistant positions for a six-week residential program held on the UT Arlington campus. The basic responsibilities include monitoring and supervising high school students, grades 9th through 12th, in a variety of areas including but not limited to Academic Skills, Personal Interaction, Cultural Development, and Career Guidance & Awareness.

The TRIO RESIDENT ASSISTANT (RA) position:

RESPONSIBILITIES

- Providing mature leadership and direction to 40-90 high school students attending the six-week summer residential program
- Living in the residence hall to monitor student activities on and outside the campus
- Knowing location of students at all times to ensure their safety and control
- Chaperoning all educational, social and cultural trips
- Rendering support academically and socially to all student participants
- Completing special assignments/projects given the first week and throughout the duration of the program
- Submitting written reports and evaluations documenting the status and progress of each student during the summer program
- Displaying attributes of a positive, safety oriented role model to participants
- Scheduling weekly residential meetings with your assigned students
- Attending training workshops, orientations and weekly staff meetings
- Monitoring the participants during meals and banquets
- Enforcing all curfews and making at least two (2) bed checks per night
- Supporting and staying knowledgeable of program goals, expectations, policies and regulations
- Chaperoning the End-of-Summer field trip
- Other duties as assigned

REQUIRED EXPERIENCE

Ability to work with high school students. Good oral and written communication skills. Empathetic, nonjudgmental, overall supportive attitude. Ability to work with others and follow directions. Ability to learn quickly and adapt to changes and work under pressure. Neat and organized. Reliable. Willingness to work, undergo training and accept on-going supervision and evaluation.

MINIMUM EDUCATION

Upperclassmen or graduate students preferred. Undergraduates must have completed one semester or 12 hours of college coursework with a “B” average or better in major coursework. Degreed candidates are encouraged to apply.

Please visit our website www.uta.edu/upward to learn more about the Upward Bound Program and download an application. Contact (817)272-2610 for more information.