The Upward Bound Program is looking for responsible students to fill our Student Advisor 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 STUDENT ADVISOR (SA) position:

Responsibilities:
- Providing mature leadership and direction to approximately 40-90 high school students attending the six-week summer residential program.
- Monitoring student’s activities on and outside of the campus and the location of students to insure their safety and control.
- Monitoring classroom environment and/or substitute for instructors if necessary.
- 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.
- Completing daytime check-ins and check-outs.
- Rendering attributes of a positive, safety oriented role model to participants.
- Attending training workshops, orientations and weekly staff meetings as schedule.
- Monitoring the participants during meals (lunch) and banquets as needed.
- Supporting and staying knowledgeable of program goals, expectations, policies and regulations.
- Chaperoning the End-of-Summer field trip
- Supporting and motivating the participants in preparing and participating in the Academic Bowl Competition.
- Other Daily office 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:
Undergraduate or graduate student preferred. Undergraduate 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.