Upward Bound Summer Academy
Resident Advisor - Job Description

1) Serve as a positive role model and mentor for Upward Bound students, sharing the importance of education and the attitudes and skills that will enhance the students’ academic and personal success while building healthy relationships of mutual respect.

2) Act as an exemplary representative of Appalachian State University and national TRIO programs.

3) Supervise students, ensuring their physical and emotional well-being at all times, adhering to all Appalachian State University policies and procedures.

4) Understand Upward Bound Code of Conduct and Student Expectations, and reliably support, role model, and enforce all program rules/guidelines including the consistent implementation of the disciplinary policy.

5) Work together as a team, actively communicating with and supporting other staff members.

6) Serve “on duty” rotation, supervising students as they leave the residence hall to go to meals, classes, and events, escorting students to the infirmary, assisting central staff with office work and errands, and other duties as assigned.

7) Facilitate small-group discussions on topics as outlined in the Summer Staff Handbook, providing meaningful educational experiences related to character development and managing appropriate boundaries.

8) Participate actively in staff meetings and weekly supervision meetings, sharing information regarding student, staff, and programming issues.

9) Plan and supervise recreational activities for scholars.

10) Plan, organize, and facilitate “special events” including the dance, talent show, etc.

11) Assist with academic classes. Assist and/or lead physical education activities.

12) Ensure program safety procedures outlined in the Summer Staff Handbook (medical, driving, etc.) are followed.

13) Monitor and communicate the schedule to scholars to ensure participate in and arrive punctually to activities and events.

14) Chaperone scholars during off-campus trips to various colleges and provide assistance with logistical details.

15) Monitor the Summer Foods Program for scholars, taking meal count at each meal as assigned.