

Title: GEAR UP Night Residence Hall/Activity Monitor
Department/Division: GEAR UP
Date Prepared: April 5, 2018
Reports To: GEAR UP Director
Classification: Part-Time

POSITION SUMMARY

GEAR UP is a grant project funded 100% through the federal government. The project provides academic, college and career awareness, and enrichment activities to current sixth and seventh grade students from ten area school districts. The program offers a summer residential camp focused on enhancing the academic and leadership skills of the participants.

Night Residents Hall/Activity Monitors assist GEAR UP staff with monitoring and supervising evening activities such as swimming, basketball, volleyball, etc. They will also assist the overnight security officer in ensuring students remain in assigned rooms during “quiet” hours.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Represent Seminole State College and the GEAR UP project in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Interacts effectively with a diverse group of faculty, staff, students and other customers of our services, and learns and uses the operating practice of Seminole State College.
- Upholds the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- Performs job duties utilizing SSC’s core values: Compassion, Opportunity, Respect, and Excellence.
- Handles confidential information with tact and discretion.
- Provides one-on-one support and encouragement to help the student develop an increased sense of confidence.
- Participate in orientation/training sessions and attend scheduled staff meetings.
- Supervise activities and enforce program rules.
- Perform nightly room checks.
- Participate in activities when appropriate.
- Assist in activity preparation, set up, and clean up.
- Interact with students during field trips and activities.
- Monitor student behavior during activities and bus rides.
- Assist serving snacks.
- Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Strong leadership qualities and have the ability to function as a team player.
- Communicates constructively and effectively
- Possess strong organizational, time management, and human relations skills.
- Must successfully pass a criminal background check.

We are taking applications for two separate camp dates, May 21-24, 2018 and July 9-12, 2018. If hired, applicant must be able to work **both** camps. Hours will consist of 8:00pm-3:00am, Monday through Wednesday. Applications are available on the SSC website under the “Staff Application for Employment” link. Completed applications should be returned to the GEAR UP office in the Dan and Andrea Boren Center or mailed to the address below.

Seminole State College
ATTN: GEAR UP
PO Box 351
Seminole, OK 74818

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SSC participates in E-verify.

Posted April 16, 2018