

**Title:** Residents Hall/Activity Monitor  
**Department/Division:** Upward Bound  
**Date Prepared:** January 16, 2018  
**Reports To:** Upward Bound Coordinators  
**Classification:** Part-time

## **POSITION SUMMARY**

Upward Bound provides academic and enrichment activities to 250 high school students. The program offers a summer residential component focused on enhancing the academic skills of the participants and provides participants with fast-paced, intensive academic coursework and other social, cultural and recreational enrichment activities.

Residents Hall/Activity Monitors assist Upward Bound (UB) Staff with ensuring participants are not in the Residents Hall during class time. They will continue monitoring the Residents Halls and afternoon activities during free time. Activities may include swimming, basketball, volleyball, etc.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Represents Seminole State College and the Upward Bound Projects 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, learns and uses 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.
- 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.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Performs other functions as necessary or as assigned.
- Some travel is required.

**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 application for two separate shifts. These positions are generally Monday thru Thursday. Hours may vary, with the first shift beginning around 12:00 p.m. (Noon) each afternoon and will usually end around 5:00 p.m. the other shift will begin around 2:00 p.m. and usually end around 5:00 p.m. If the activity is off campus, it may not be completed until midnight. Applications are available in the Upward Bound Office, Scott Building, Room 108. Completed applications should be returned to the Upward Bound Office or mailed to the address below. Please provide a current college transcript with your completed application.

**Seminole State College  
ATTN: Upward Bound  
P.O. Box 351  
Seminole, OK 74818**

SSC is an AA/EEO employer committed to multicultural diversity.

SSC participates in E-verify.