

GEAR UP – Summer Residence Hall / Activity Monitor

TITLE: Residence Hall / Activity Monitor

DEPARTMENT/DIVISION: GEAR UP

DATE PREPARED: April 10, 2026

REPORTS TO: Director of GEAR UP

CLASSIFICATION: Temporary (Part-time)

POSITION SUMMARY

Under general supervision, Residence Hall/Activity Monitors assist GEAR UP Staff with ensuring that participants are not in the Residence Hall during class or activity time. They also assist GEAR UP Staff during GEAR UP activities, usually in the afternoon/evening. Activities may include but are not limited to monitoring the residence halls, traveling with GEAR UP groups, swimming, basketball, etc.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former and current students, clients, suppliers and the community we serve. Activity Monitors shall interact effectively with a diverse group of faculty, staff, students and other customers of our services, learn and use operating practices of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Handles confidential information with tact and discretion.
- Assists GEAR UP Staff throughout the day with supervision during meals, classes, and with planned activities.
- Ensures that participants are not in the residence halls during class or activity times.
- Provides one-on-one support and encouragement to help the student develop an increased sense of confidence.
- Supervises activities and enforces program rules to ensure the health and safety of participants.
- Monitor and interact with participants during field trips, activities, mealtimes, snack time and bus rides.
- Participate in activities when appropriate.

OTHER DUTIES AND RESPONSIBILITIES

- Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- A. Knowledge:* Applicant must have knowledge about GEAR UP and/or have participated in an SSC GEAR UP Grant, leadership qualities and have the ability to function as a team player.
- B. Skills:* Applicant must be a self-starter, punctual, possess excellent time management skills, organizational skills, and communicate constructively and effectively.
- C. Abilities:* Applicant must be reliable and adhere to a strict weekly schedule while working with a diverse population. Must act professionally, maintain a great working relationship with the staff from GEAR UP, Seminole State College, Great Western Dining, and the GEAR UP participants.

APPROVALS:

Supervisor: _____ Date: _____

Vice President: _____ Date: _____

Human Resources: _____ Date: _____

Employee Review: I have read the above job description and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time in order to meet the College's needs. I attest I have been given a copy of this description.

Employee Signature: _____ Date: _____

APPLICATION PROCEDURE:

Applications are available in the main GEAR UP office, Dan Boren Center office 202 during regular business hours (8:00pm – 4:00pm), or by email request, email j.bennett@sscok.edu. Completed applications should be submitted along with college transcripts (if applicable) to: GEAR UP, Seminole State College, P. O. Box 351, Seminole, Oklahoma 74818.

DEADLINE FOR APPLICATIONS:

Application reviews will begin on May 15th, 2026, and will continue until the positions are filled.