



SUMMER 2018 JOB OPPORTUNITY

INTERNSHIP - (PAID)

TITLE: *UPWARD BOUND RESIDENT ADVISOR*

LOCATION: CSU, Chico Upward Bound Projects

AVAILABLE: Program tentative dates are June 10 through July 20, 2018; some evening and/or weekend classes during the spring 2018 semester & mandatory training dates May 31- June 2 and June 6, 2018.

INTERNSHIP DESCRIPTION/DUTIES: Under the supervision of the Head Resident Advisor, Resident Advisors will directly supervise 12-16 high school participants and assist in the supervision of all 220-240 participants. Resident Advisors live in the residence hall for the duration of the 6-week program and are responsible for the following:

- Submit written weekly evaluations on participants;
- Work cooperatively in planning and implementation of activities together with Head Resident Advisor and all other Resident Advisors;
- Supervise participants to assure their safety and well being;
- Aid in academic classes and tutor in residence hall;
- Monitor and evaluate participants' academic and social progress;
- Maintain discipline and harmonious relations in the residence hall;
- Motivate participants toward higher education;
- Organize social, cultural, and recreational activities;
- Be on-call 24 hours a day, 5 days per week.

QUALIFICATIONS: OPEN TO ALL MAJORS. Must have successfully completed at least 2-3 years of college; experience supervising high school adolescents is highly desirable, especially in a residential setting; ability to communicate effectively; preference given to persons pursuing careers in education or related fields and to those with academic strengths in the following areas: math, science, science research experience, Japanese or Spanish. Applicants must possess a minimum cumulative 2.5 GPA. Upward Bound alumni are guaranteed an interview.

REQUIREMENTS: All Resident Advisors must be current CSU, Chico students (**if hired, RA's must enroll in two internship classes for spring 2018**). **Unofficial transcripts are required with your application.** A valid California Driver License is preferred but not required. Paid internship is contingent on clearance of a background check (fingerprinting) with the U.S. Department of Justice. Interested individuals should contact the Upward Bound Office, Student Services Center 392, CSU, Chico, Chico, CA 95929-0712.

STIPEND: \$2,200 stipend, room/board, and internship units.

DEADLINE: **NOVEMBER 13, 2017**

CSU, CHICO RESEARCH FOUNDATION
STUDENT INTERN INFORMATION FORM

The Foundation needs to have information available concerning your student intern activities. This includes information regarding whom to contact in case of emergency, the kind of service you are performing, and the number of hours your internship is for. This form will allow you to identify your "Emergency Contact" and the kind of service you perform.

On behalf of the CSU, Chico Research Foundation, I would like to thank you for your cooperation and hope that you find your internship very rewarding.

Russell Wittmeier, Human Resources Director

Intern's Name

Home phone / Cell Phone

Current

Address

(Street)

(City)

(State)

(Zip)

Email Address

Permanent Address (Street)

(City)

(State)

(Zip)

Emergency Contact Person (Name)

(Relationship)

(Contact Phone)

(Contact Address)

Are you a current employee of CSU, Chico, or the CSU, Chico Research Foundation? yes no

If yes, who is the employer and where do you work? _____

Description of Duties of Intern:

Under the supervision of the Head Resident Advisor, Resident Advisors will directly supervise 12-16 high school participants and assist in the supervision of all 220-240 participants. Resident Advisors live in the residence hall for the duration of the 6-week program and are responsible for the following: Submit written weekly evaluations on participants; Supervise participants to assure their safety and well-being; Aid in academic classes and tutor in residence hall; Monitor and evaluate participants' academic and social progress; Maintain discipline and harmonious relations in the residence hall; Motivate participants toward higher education; Organize social, cultural, and recreational activities; Be on-call 24 hours a day, 5 days per week.

Projected Hours of Service _____

(Intern's Signature)

(Date)

(Project Director's Signature)

(Date)

(Project Name)

(Project Number)

Sponsored Programs Signature

Date

Foundation HR Signature

Date

**SUPPLEMENTAL QUESTIONNAIRE FOR
RESIDENT ADVISOR INTERN POSITION**

Name: _____ Cell Phone # _____

Email address: _____

Please check **ALL** the following summer courses you have previously taken. From those checked, **rank your top 4 with 1 being highest and 4 being lowest in which you feel comfortable tutoring.**

Check all courses you have taken	Rank 1-4	
		Math 2 (10% Alg.1, 70% Geometry 20% Alg.II)
		Math 3 (Alg. II, Trigonometry)
		Pre-Calculus
		Calculus
		Statistics
		Anatomy
		Biology
		Chemistry
		Physics
		Medical Terminology
		Raspberry PI or Arduino Programing
		Lego Robotics Programing
		Intro to Writing
		English Composition
		Honors English
		Beginning Japanese
		Advanced Japanese
		Beginning Spanish
		Advanced Spanish

Please list three athletic sports in which you're capable of instructing and supervising. List with 1 being the highest and 3 being the lowest.

1. _____ 2. _____
3. _____

Please list three non-athletic activities (hobbies or interests) that you're capable of instructing and supervising. List with 1 being the highest and 3 being the lowest.

1. _____ 2. _____
3. _____