

**Neosho County Community College**  
**Upward Bound Summer Program**  
**Head Resident Assistant Job Description**

The Upward Bound Program is looking for a Head Resident Assistant (RA) to provide participants with a positive living/learning environment. This is a seasonal overnight position beginning May 29, 2023, and ending June 29. The Head RA will also be required to work an end-of-the-program trip from July 2 – July 7. The pay amount is \$2,700. (Optional - \$500 stipend for RA who drives students to/from Driver's Ed before their shift (Between 7 am and 2:30 pm)).

**Head Resident Assistant Expectations**

1. Be a positive role model for UB participants and to the regular RAs.
2. Discuss problems and concerns with your immediate supervisor.
3. Support fellow R.A. s and maintain positive relationships/a cohesive team feeling with each other.
4. If you have an outside job, arrangements must be made with your employer to accommodate our required hours. Our hours are flexible and may require RA's to be available before or after the below-mentioned on-duty hours.
5. Have fun and enjoy the activities, encouraging student participation.
6. Demonstrate personal qualities of maturity, self-reliance, motivation, initiative, responsibility, self-esteem, and integrity. Demonstrate strong interpersonal and leadership skills.
7. Applicants are expected to be degree-seeking students or have already earned an Associate's Degree or higher. Promotion of higher education to the participants is encouraged.

**Head Resident Assistant Responsibilities**

1. Attend resident assistant training online and in person before students move in.
2. RA staff move into the dorms on Monday, May 29, 2023, at 8:00 am. Final checkout is after the last student leaves on June 29, 2023. RA staff are required to work the end-of-program trip from July 2-July 7, 2023. Staff is not allowed to remain on campus during the weekend or the break before the trip.
3. Assist with student check-ins and check-outs. Collect car keys and give students dorm room keys at check-in and return car keys and collect dorm room keys at checkout.
4. Provide security for students while in the residence hall and while away on trips and activities. This includes: conducting rounds, making sure doors are not propped open, making sure side doors of the Res Hall are locked, monitoring anyone who enters the Res Hall, etc.
5. Conduct room/hall checks periodically throughout the night to make sure that all students are in the building and in the correct room. Assist staff during their Night On-Call hours, 10:30 pm to 7:00 am.
6. Be On-Call from 10:30 p.m. to 7:00 a.m. (Note there will be a Security Guard present overnight.)
7. Head RA is responsible for teaching one creative educational program/activity every Sunday evening.
8. Keep a log of attendance for lunches, classes, study hall, on & off-campus activities, and field trips.
9. Ensure that students are not returning to the dorms during the daytime.
10. Travel with UB staff and students.
11. Head RA staff must be on duty every day (Monday-Wednesday) for Breakfast from 7 am-9 am **and** from 2:30 pm to 10:30 pm. All RA staff members are on duty until the last student has left for the weekend on Thursday from 2:30 pm to 6 pm (the first week check out is Friday). Head RA will report to the college Sundays at 6 pm and are on duty until 10:30 pm. Hours are subject to change based on students' needs.
12. Head RA will begin duty at 7 am to ensure every student is awake & escort students to breakfast each morning at 8 am.
13. May need to transport students to appointments, Wal-Mart, driver's ed, etc.

14. Supervise students during their free time and evening activities.
15. Check students out early if a family member is coming to pick up a student.
16. Work with the UB Staff to provide a quality and successful summer program.
17. Document violations or infractions and maintain current, accurate incident reports.
18. Follow all policies as outlined in the Upward Bound Handbook, the Neosho County Community College catalog and emergency procedure manual, and the Upward Bound student handbook.
19. RA **must** collect and turn in any receipts for purchases for UB to the Upward Bound staff immediately after purchase. Failure to return a receipt will result in a deduction from RA wages.
20. Other duties as assigned and hours are subject to change.

### **Student Mentorship**

1. Provide leadership and be a role model.
2. Assist students and help them adjust to residence hall living.
3. Facilitate UB programs and workshops.
4. Get to know the participants and develop relationships with all of them.
5. Provide them with information about the campus and upcoming activities.
6. Share information about your educational path; offer guidance about education to students.
7. Be aware of the needs and problems of the participants.
8. Monitor and mediate student relationship issues during the program.
9. Provide students with a planned academic activity on Sunday evenings.
10. Encouraged to eat meals in the cafeteria with the students.

### **Additional Head Resident Assistant Responsibilities**

1. Assist with tutoring students and homework help.
2. Supervise and support other resident assistants.
3. Report to Director any issues with resident assistant staff or students that may arise.
4. Develop a Night On-Call schedule for RA staff and submit it to full-time staff.

### **Living Environment**

1. Maintain and enforce curfews and conduct room checks.
2. Update bulletin boards with upcoming activities and events.
3. Ensure that the building is kept clean.
4. Housing, meals, and transportation costs are all covered by the Upward Bound program.

### **Discipline**

1. Work with UB and NCCC Staff to maintain conduct policies.
2. Understand housing and UB policies regarding conduct and behavior.
3. Report behavior infractions to the Academic Coordinator and/or Director and complete required documentation.
4. Help solve personal conflicts.

**It is significant to remember that these students likely have never lived away from home; therefore you must assist them in this transition. You will be like a surrogate family member. Resident Assistants are vital to the success of the Summer Program. People selected must be mature, communicate well with students from differing backgrounds, be positive role models, maintain confidentiality, and be flexible to UB staff requests.**

**To apply, complete the following:**

1. NCCC Application  
(<https://www.neosho.edu/Portals/0/Employment%20Application.pdf>)
2. Upward Bound Online Application  
(<https://forms.gle/gDJ1wGz3K5L2LHkY6>)
3. Submit the following to NCCC HR Director, Karin Jacobson ([hr@neosho.edu](mailto:hr@neosho.edu))
  - NCCC Application
  - Resume
  - Unofficial Transcript(s)
  - Cover Letter

**For Additional Information Contact:**

Chelsie Harris  
Administrative Assistant  
620-431-2820 Ext 504  
[charris@neosho.edu](mailto:charris@neosho.edu)

**Non-Discrimination:** NCCC is an EOE/AA employer. The current non-discrimination policy can be found at <http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>.

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