

Upward Bound (UB) BRIDGE Resident Summer Mentor (RA)

OT544001.UPB

May 27 – July 10, 2025

BASIC FUNCTION AND RESPONSIBILITY

Under the supervision of the Program Director and Upward Bound Advisors, the UB Summer Tutor/Mentor will work with UB instructors and staff to lead/supervise students during academic, cultural, recreational, and social activities. The BRIDGE mentor will arrive a week earlier than other mentors, they will work 1:1 with senior UB participants, and act as a couch as seniors begin their college coursework.

From June 1 through July 10, the UB program will house approximately 25 students on the Indian Hills Ottumwa Campus. The mentors will be responsible for the students during evenings and overnights from Sunday to Thursday on campus.

Mentors will travel with the UB program to an out-of-state destination the week of July 9. Preference will be given to those candidates who have overcome barriers similar to the Upward Bound student population.

DUTIES AND RESPONSIBILITIES

- Live-in position in the residence hall, supervising 9th, 10th, and 11th-grade students.
- Supervise participants' residential and extracurricular experiences. Work with program staff to ensure students comply with program rules and regulations.
- Teach or lead special interest and recreation activities.
- Accompany participants on field trips.
- Provide a pleasant, comfortable atmosphere conducive to maximizing student growth.
- Facilitate a discussion group on issues related to college life.
- Transport students to and from scheduled off-campus activities in college vans. Fifteen passenger chauffeur's license is required.
- Attend orientation, training, and weekly Upward Bound staff meetings.
- Keep and prepare reports and records as assigned by the UB Advisors.
- Perform other duties as assigned.

SUPERVISION RECEIVED

Program Director and Upward Bound Advisors

QUALIFICATIONS

HS Diploma and one year of college completed successfully. Completion of freshman year of college or higher is required, with a cumulative GPA above 2.5.

Previous experience working with high school students and/or students from low-income backgrounds who are potential first-generation college graduates is preferred.

Must have a high level of maturity, motivation, and responsibility. Ability to work independently; is organized and dependable. Must be able to work with a team and demonstrates excellent communication skills. Able and willing to obtain a chauffeur's license.

SALARY

\$3,200 plus a furnished room and meals

Send letter of application and resume to Mariah Nichols, Director, Pre College TRIO,
Indian Hills Community College, 525 Grandview, Ottumwa IA 52501,
mariah.nichols@indianhills.edu, Office: 641-683-5315 Monday – Thursday.

Review of applications will begin immediately and continue until the position is filled.

An interview will be required.