

Boston University
Upward Bound and Upward Bound Math Science

Dormitory Supervisor
Job Description

Description: The dormitory supervisor resides in the program's summer dormitory, monitors program participants in the evening and overnight, and provides supervision on program field trips. The dormitory supervisor also supervises the residential staff and program tutors, who are primarily undergraduate students, and serves as a liaison between the Upward Bound staff and staff from Boston University's Office of Residence Life and Office of Residential Safety. The dormitory supervisor also helps with delivering tutor training.

The dormitory supervisor is responsible for enforcing program policies and, in conjunction with the Office of Residence Life, responding to medical and non-medical emergencies. The dormitory supervisor also coordinates evening tutorials and recreational activities for program participants. This is an eight week position which includes the week prior to and after the summer program. Housing is provided for seven weeks.

Job requirements: Completed a Bachelor's degree; 2 years' experience as a residence hall assistant; 1-2 years' experience working with high school age population; supervisory experience a plus; and satisfactory CORI check. Although not required, preference will be given to applicants with experience with Upward Bound. Applicants who speak multiple languages are also encouraged to apply.

The weekly compensation for this position is \$604.10. Room and board are provided from June 18 – August 4.

To Apply: Applicants should submit a resume and cover letter to reggie@bu.edu and acox@bu.edu or mail to: Boston University, Upward Bound, 2 Silber Way, 4 and half floor, Boston, MA 02215. Application deadline is February 28th.