



**Upward Bound and Upward Bound Math Science
2018 Summer Program
June 18– August 10**

Position: Dormitory Supervisor

Responsibilities:

1. Reside in the dormitory. Monitor all students in the evening and overnight.
2. Contribute to the smooth and effective program operations (i.e. curfew, bed check, special events).
3. Observe, interact and be available to students within the dorm environment.
4. Know the rules of the programs, inform students of these rules and discipline students in accordance with program rules and policies.
5. Handle problems and emergencies (medical and non-medical) and make appropriate referrals, during evening and overnight hours. Keep directors and program administrative staff informed.
6. Create a foundation for positive interaction among students, serve as a role model, leader, and facilitator to help students achieve and flourish.
7. Supervise the live-in Upward Bound and Upward Bound Math Science tutorial staff.
8. Coordinate and supervise additional study hall and other evening activities, scheduled games, and group sports.
9. Provide timely, accurate and thorough information in the appropriate format as requested by Director and administrative staff; maintains records of student/program activities.
10. Work as a member of the Upward Bound team and maintain a strong working relationship with all program staff, as well with staff from Boston University Office of Residence Life and Residential Safety.
11. Assist in planning and facilitating the Upward Bound pre-summer tutor orientation and in chaperoning end of summer trip (if applicable) and program wrap-up (August 6-10)

The weekly compensation for this position is \$604.10. Compensation will be paid weekly with the exception of the first paycheck, which will be given at the end of the second week. Room and board are provided from June 18 – August 4.