



UNIVERSITY OF MARYLAND

Room 1107, West Education Annex
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PRE-COLLEGE PROGRAMS IN UNDERGRADUATE STUDIES
Upward Bound Program
Upward Bound Math and Science

SUMMER POSITION ANNOUNCEMENT

POSITION TITLE: Resident Assistant / Tutor-Counselor

DEPARTMENT: Pre-College Programs in Undergraduate Studies
Upward Bound Program

CLASSIFICATION: Full Time / Contingent I / Summer Position

RESPONSIBILITIES:

- Supervise and live in residence hall with a multi-ethnic student population
- Establish and maintain a positive productive and harmonious living environment for students throughout an intensive six-week summer program
- Hold weekly discussion sessions with groups of assigned students
- Serve as a liaison between the professional counselors and students
- Complete night duties as assigned by the Resident Director
- Assist in chaperoning all field trips and recreational activities
- Enforce student curfew and monitor class attendance
- Assist instructors in planning and preparing daily teaching materials for the classroom
- Conduct tutoring sessions for small groups of students
- Attend staff development activities, weekly staff meetings, and student assemblies
- Prepare and submit written evaluations of participants and summer program as directed
- Other duties as assigned

QUALIFICATIONS:

Recent college graduate, graduate student, or undergraduate juniors and seniors with above average academic records. Experience with and sensitivity to high school students of culturally and ethnically diverse backgrounds.

POSITION DATES: June 22 – August 1, 2008
Training is mandatory and will be held on specified dates prior to the start of the Program.

SALARY: \$2,000 Stipend Plus Room & Board

APPLICATION: Visit www.precollege.umd.edu for application. For best consideration, submit Program Application, two letters of recommendation, and current college transcript by **May 5, 2008** to:
Tutor Counselor Search Committee
Pre-College Programs in Undergraduate Studies
1107 West Education Annex, University of Maryland, College Park, Maryland 20742