



UNIVERSITY OF MARYLAND

PRE-COLLEGE PROGRAMS IN UNDERGRADUATE STUDIES
Upward Bound Program
Upward Bound Math and Science

Room 1107, West Education Annex
College Park, Maryland 20742-8515
301.405.6776 TEL 301.314.9155 FAX
www.precollege.umd.edu/

SUMMER POSITION ANNOUNCEMENT

POSITION TITLE: Resident Director

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

CLASSIFICATION: Full Time / Contingent I / Summer Position

RESPONSIBILITIES:

- Responsible for maintaining a living environment conducive to learning and student development
- Serves as a liaison between administrative staff, tutor/counselor staff and Resident Life
- Serves as primary administrator of the tutor/counselors in the absence of the program's administrative counselors
- Reports all property damage to Resident Life
- Attends all orientation and follow-up orientation sessions scheduled by Upward Bound and Campus and Visitor Services
- Consults with program's administrative counselors and appropriate Resident Life personnel on student issues
- Assists administrative counselors with the planning of weekly staff development workshops for tutor/counselors
- Assists with the planning and implementation/supervision of residence hall activities
- Conducts pre- and post-residence hall inventory
- Writes incident reports related to Resident Life and Upward Bound
- Performs other duties as assigned

QUALIFICATIONS:

Bachelor's degree in psychology, counseling, education, or related human relations field. Master's degree preferred. Experience in resident life required. At least three years supervisory experience in resident life or other related capacity. Strong human relations skills. Experience working with ethnically and culturally diverse populations is a must.

SALARY: \$5,000 Plus Room & Board

POSITION DATES: _____

APPLICATION: For best consideration, submit cover letter, resume, and the names of three professional references by **May 15, 2008** to the address below. Visit www.precollege.umd.edu for program information.

Resident Director Search Committee
Pre-College Programs in Undergraduate Studies
1107 West Education Annex
College Park, Maryland 20742-8515