

University of Illinois at Urbana-Champaign  
**TRIO Upward Bound Program**

**Advertisement for  
2024 Summer Program Positions**

**TRIO Upward Bound College Prep Academy** is a college preparatory program housed within the Office of Minority Student Affairs on the campus of the University of Illinois at Urbana-Champaign. Our goal is to generate the skills and motivation necessary for high school completion, post-secondary enrollment, and completion.

We are searching for compassionate, outcomes-oriented, student-centered, and innovative individuals for several positions during our summer program. **Anticipated start and end dates** are **May 13-July 19, 2024**.

**AVAILABLE POSITIONS**

**TEACHERS**

**Content areas needed: Please see the application.**

**Primary Position Function/Summary:**

The primary function of the Teacher is to use specialized academic training and skills to lead and directly provide academic instruction and assessment to Upward Bound students of high school age during the summer residential program.

**Major Duties and Responsibilities:**

1. Provide instruction and academic advisement.
2. Participate in paid-training sessions.
3. Develop and submit for approval course syllabi in accordance with template(s).
4. Prepare course plans and materials and submit to Upward Bound administration for approval.
5. Provide regular academic assessments of students via pre and post testing and class assignments
6. Submit grades and daily class attendance to Upward Bound administration.
7. Participate in staff meetings.
8. Manage and/or redirect student behavior through appropriate reinforcement strategies.
9. Assist with ensuring the safety and security of participating minors at all times.
10. Perform other duties as assigned.

## PROGRAM STAFF

### **Summer Residential Program Assistant**

**Day shift:** Monday-Friday, 9am-5pm Live-In Optional: (4 positions available)

**Evening shift:** Sunday-Thursday, 7am-9am & 5pm-11pm Live-In Mandatory: (4 positions available)

#### **Primary Position Function/Summary:**

The primary function is to provide supervision for Upward Bound students of high school age during the summer residential program. This position is responsible for planning and engaging students with programming. This position is also responsible for ensuring that participants arrive on time to all activities during the day and may involve transporting students to and from activities. This is a live-in position. Position requires day or evenings hours, with limited hours on Sundays and possible Saturday hours.

#### **Major Duties and Responsibilities:**

1. Assist with ensuring the safety and security of participating minors at all times.
2. Participate in paid training sessions.
3. Assist with check-in and check-out processes.
4. Provide supervision and oversight of students participating in residential programs.
5. Manage and/or redirect student behavior through appropriate reinforcement strategies.
6. Plan and execute regular college, career, academic, fun, and other programs for students.
7. Complete and submit discipline and incident reports to the Residential Director or Upward Bound administration by close of business each day.
8. Follow emergency protocols to ensure student safety and report emergencies to Upward Bound administration and Residential Director.
9. Contribute notes to transition document each day.
10. Participate in escorting and chaperoning students on college visits, cultural activities, and other trips, as needed.
11. Participate in escorting and chaperoning students to and from residential facilities, classrooms, and other activity sites.
12. Drive up to 15 students to and from programming, in a 15-passenger family van/turtle top.
13. Attend training to drive 15-passenger family van/turtle top.
14. Perform other duties as assigned.

### **Summer Overnight Residential Assistant**

**Overnight shift:** Sunday-Thursday, 11pm-7am Live-In Optional: (1 position available)

#### **Primary Position Function/Summary:**

The primary function for the Overnight Residential Assistant is to provide overnight residential supervision for high school aged minors living in summer residential program. This is an overnight position only.

#### **Major Duties and Responsibilities:**

1. Assist with ensuring the safety and security of participating minors at all times.
2. Participate in paid-training sessions.
3. Provide overnight supervision of residential facility.
4. Conduct rounds every hour within the residential facility, including floors where students are housed, to ensure safety of students in the late evening and after "lights out."
5. Report suspicious activity to campus or city police immediately, then notify Upward Bound administration, and submit incident report the by the end of the next day.
6. Complete and submit discipline and incident reports to Upward Bound administration by the end of the next day.
7. Follow emergency protocols to ensure student safety and report emergencies to Upward Bound administration immediately.
8. Perform other duties as assigned.

**Minimum qualifications:**

**Teacher:** A bachelor's degree in the desired subject and teaching experience. Certification is strongly desired. (**\$25/hour**)

**Program Staff:** Sophomore standing. (**\$16/hour**)

**TO APPLY**

If you are interested in applying for our positions visit: [Virtual Job Board](#)

**APPLICATIONS WILL BE ACCEPTED UNTIL ALL POSITIONS ARE FILLED.** To ensure full consideration, please submit your materials by **Friday, March 1, 2024**. For questions, please e-mail [trioupwardbound@illinois.edu](mailto:trioupwardbound@illinois.edu) or call TRIO Upward Bound at (217) 333-0054.