



## **NAF Future Ready Scholars Program**

Residential Advisor

Temporary Summer Employment: July 5, 2022 - Jul 6, 2022 (Training 8 AM - 5 PM); July 7, 2022 - July 9, 2022 (Residential/on-campus); July 15th (1hr Virtual Debrief)

Salary: \$1,800 (~\$20/hr)

### **Position Description**

The Center for Educational Partnerships at UC Berkeley seeks qualified temporary, part-time Residential Advisors for Summer 2022 to support 152 high school students who are participating in the NAF Future Ready Scholars UC Berkeley Summer Experience Program which will serve as an orientation to the 3-week virtual summer program. Resident Advisors are responsible for supervising and mentoring rising high school sophomores & juniors for the duration of the residential portion of the summer program. Residential Advisors will work alongside core staff members as well as work with students in groups and individually in facilitating student check-ins, leading social activities, staying overnight in the residence hall as chaperones for participants, general clerical work, and picking up, delivering, and transporting supplies. Please note that the period of employment is July 5, 2022, through July 9, 2022, and takes place on the UC Berkeley campus. July 5th & July 6th are training dates held from 8 AM - 5 PM and does not include lodging. From July 7th - to July 9th, housing, and meals are provided.

### **Program Description**

NAF Future Ready Scholars @ UC Berkeley engages high school students who have demonstrated an interest in science and math. During the 3-week summer component, NAF Future Ready Scholars @ UC Berkeley provides accelerated classes rooted in solving real-world problems and exposure to STEM fields; the academic rigor is alloyed with a strong community experience.

Scholars also engage in supportive College Success programming. This component ensures students are intentionally supported with their college and career exploration, preparation, and goals. The "College Success Workshops" are led by CEP staff. During these workshops, scholars take career inventories and use these inventories to explore occupations and career clusters. Students are also provided information on A-G requirements, college planning by grade level, and an overview of post-secondary options.



Community building is a central aspect of our program. During the summer, students participate in intentional weekly workshops, community meeting spaces, and daily morning ice breakers, that provide a space for scholars to build deep, meaningful relationships with each other and our staff. Our goal is to provide our holistic programming so that our scholars build a strong support network that will champion them for years to come.

Throughout the academic school year, NAF Future Ready Scholars @ UC Berkeley works closely in a virtual setting with our College Advisor, Elizabeth Potts to create college success plans, engage in monthly workshops, and 1:1 college advising sessions that are tailored to their individual needs.

### **Responsibilities**

NAF Future Ready Scholars Summer Residential Program at UC Berkeley seeks to expose our students to the college-going culture and STEM curriculum to prepare them for the next stage in their educational journeys. Residential Advisors are to serve as models for program participants as they navigate UC Berkeley's campus and the academic, social, and cultural activities of the summer program. Residential Advisors are responsible for guiding and mentoring summer residential program participants during their time outside of the classroom. Residential Advisors are expected to facilitate student check-ins, social activities, and study sessions at the residence hall. Residential Advisors are expected to guide students to their scheduled activities, chaperone trips, and assist with the set-up and clean-up of workshops and events. Residential Advisors are also required to participate in the following events:

- Onboarding Sessions: July 5, 2022 & July 6, 2022 (in-person on the UC Berkeley Campus)
- Programming: July 7, 2022 - July 9, 2022 (in-person on the UC Berkeley Campus)

### **General Duties**

- Live in the residence hall with students and be available to students for the three-day in-person portion of the summer program.
- Prepare and maintain hall for opening and closing of the program.
- Monitor and secure the residence hall and report all maintenance problems in a timely fashion.
- Supervise students during recreational activities and social/cultural workshops.
- Communicate with instructors and the head of residential activities including on and off-campus field trips.
- Complete contact forms, written reports including student evaluations and assessments as required by the Director and Head Residential Advisors.
- Other duties as assigned.

### **Policies & Procedures**



- All employees must comply with all policies and procedures set forth in the staff manual.
- NAF employees are mandated reporters and must complete a Mandated Reporter Course.
- Mandated Reporters are required by CA law to report any known or suspected instances of child abuse or neglect to the county welfare department or local law enforcement agency.
- This is a sensitive position and finalists are subject to a criminal background check.
- Employment is contingent on the successful completion of this background check.
- All employees are required to comply with state, city, and campus regulations around COVID protocols and mandates

### **Basic Qualifications**

- At least one year of coursework at a university, college, or community college.
- Experience working with high school students in an educational context.

### **Additional Qualifications**

- Ability to work in an intensive, fast-paced summer schedule
- Ability to work collaboratively
- Ability to incorporate technology in the classroom
- Cross-cultural awareness
- Understanding of issues faced by low-income, first-generation (LIFG) students
- Passion for working with underrepresented students
- Ability to lift up to 50 lbs

Employment is contingent upon the successful completion of a criminal background check. This position is Mandated Reporter under California law, and the successful candidates will be required to complete the UC course for Mandated Reporters.

### **Salary**

Residential Advisors will receive room and board on UC Berkeley's campus and a stipend of \$1,800 with a 6-day appointment of approximately 89 hours with the NAF Future Ready Scholars Summer Residential Program.

### **Application Materials**

To be considered, applicants MUST submit the following:

- Cover letter, including a summary of relevant experience
- Resume/CV
- Names and contact information for three references

### **How to Apply**



- Complete application:
- Questions? Email Lakeysa Jone at [Lspears21@berkeley.edu](mailto:Lspears21@berkeley.edu)

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