



## EMPLOYMENT OPPORTUNITY

COLLEGE OF THE SISKIYOUUS – HUMAN RESOURCES  
800 COLLEGE AVENUE - WEED, CALIFORNIA 96094

TELEPHONE NO. (530) 938-5317

FAX NO. (530) 938-5380

[www.siskiyous.edu/jobs](http://www.siskiyous.edu/jobs)

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*College of the Siskiyous  
Upward Bound Summer Employment  
June 18, 2017 – July 28, 2017*

**POSITIONS:** RESIDENT ADVISOR

**FILING DATE:** OPEN UNTIL FILLED  
FIRST REVIEW: APRIL 13, 2017

### **GENERAL REQUIREMENTS**

All applicants should clearly demonstrate in their application materials, experience with and commitment to underrepresented, ethnically diverse, and \*disadvantaged youth, as well as expertise relevant to the particular position for which they are applying. Applicants must also be able to work closely with the entire staff and be available for all program events, including mandatory staff orientation and training, staff meetings, facilitation of afternoon and evening activities and evening study sessions.

**NOTE:** All positions and salary levels are contingent upon funding by the U.S. Department of Education.

*\*\*Disadvantaged\*\* according the U.S. Department of Education, signifies an individual who meets low-income guidelines and who is a potential first generation college student. A "first generation" individual is a person whose parents have not earned a baccalaureate degree.*

### **RESIDENT ADVISOR REQUIREMENTS:**

RAs must travel with program participants and staff. RAs must live in the Lodges with the Upward Bound students during the Summer Academy to promote educational aspirations and performance; supervise students' free time; lead small groups, including planning and facilitating educational, cultural, and recreational events; serve as an instructional assistant for one class throughout the summer; may periodically share responsibilities for transporting students in College of the Siskiyous vehicles; maintain communication with academic staff regarding students' progress in classes; handle routine discipline problems; provide tutoring and advising to individuals and groups of students; assist in monitoring the Food and Nutrition Program; promote a community of mutual respect and trust. Perform other duties as assigned by Upward Bound Director and Head Resident Advisor.

### **Minimum Qualifications**

- Completion of 24 college semester units
- Experience working with youth
- Availability for online training component April 26, 2017 – April 28, 2017

### **Preferred Qualifications**

- Experience leading small groups and tutoring

**RESIDENT ADVISOR SALARY RANGE:**

	<b>Salary</b>	<b>Room &amp; Board</b>
<b>Resident Advisor I =</b> RA's who have worked 1 or 2 summers for Upward Bound	<b>\$70 / day</b>	<b>\$70 / day</b>
<b>Resident Advisor II =</b> RA;s who have worked for 3 or more summers for Upward Bound	<b>\$78 / day</b>	<b>\$70 / day</b>
<b>Head Resident Advisor</b>	<b>\$88 / day</b>	<b>\$70 / day</b>

**APPLICATION PROCEDURE**

Positions are open until filled. To be considered for a position the following materials must be submitted to the Human Resource Office at College of the Siskiyous. If you are applying for more than one position, **please submit a separate application packet for each position.** Incomplete applications will not be considered.

- ◆ Upward Bound Employment Application
- ◆ Cover Letter addressing the specific requirements for the position for which you are applying
- ◆ Resume
- ◆ Transcripts of College Education
- ◆ List of References (*For academic instructor positions, at least one reference must be able to comment specifically on the candidate's level of academic preparation and teaching skill in the content area.*)

Applications should be sent to:

College of the Siskiyous  
Human Resource Department  
800 College Avenue  
Weed, CA 96094

Phone: 530-938-5317  
Fax: 530-938-5380  
E-mail: [bfogerty@siskiyous.edu](mailto:bfogerty@siskiyous.edu)

*If you are in need of special services due to a disability in order to apply or interview for this opening, please contact the Human Resource Office.*

**CONDITIONS OF EMPLOYMENT**

Employees must satisfy all the pre-employment requirements prior to appointment that include, but are not limited to, tuberculosis clearance (EC 87408.6), fingerprint processing, and verification of their legal right to work in the United States. A pre-employment physical examination may be required.

***Applicants requiring reasonable accommodations in completing the application or interview process must notify the Human Resources Office in advance.***

***College of the Siskiyous is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.***

***College of the Siskiyous is accredited by the Accrediting commission for Community and Junior Colleges of the Western Association of Schools and Colleges.***

College of the Siskiyous Human Resources  
Upward Bound Summer Program  
Application for Employment

Name: \_\_\_\_\_ SSN \_\_\_\_\_ Date of Birth \_\_\_\_\_

Local Address: \_\_\_\_\_  
STREET City STATE ZIP CODE

Permanent Address: \_\_\_\_\_  
STREET City STATE ZIP CODE

Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Valid Driver's License: \_\_\_\_\_  
STATE NUMBER EXPIRATION DATE

CPR Certification: \_\_\_\_\_ First Aid Certification: \_\_\_\_\_  
Certification Date Certification Date

Foreign Languages  
\_\_\_\_\_ ( ) Speak ( ) Read ( ) Write \_\_\_\_\_ ( ) Speak ( ) Read ( ) Write

Position Applying for: \_\_\_\_\_

Have you ever been released from employment? ( ) No ( ) Yes If Yes, please explain why.

Have you ever worked for COS before? ( ) No ( ) Yes If yes, please indicate when and where.

**\*\*Please Attach a Recent Cover Letter, Resume and transcripts to Your Application\*\***

May we contact your present Employer? ( ) No ( ) Yes ( ) N/A

Yes  No Have you ever been convicted of a sex or drug offense as defined in Ed Cod 87009-87011?

Yes  No Have you ever been convicted of a crime, including a sex or narcotics offense, that would have any relevance to employment in the position for which you are applying? (If your answer is yes, please explain on a separate sheet of paper and include dates, places and the nature of each event.) A conviction record does not necessarily exclude you from employment with this district.

Please list two local references we may contact by phone.

1. \_\_\_\_\_  
Name Relationship Phone

2. \_\_\_\_\_  
Name Relationship Phone