Applicants need to complete and submit an employment application, cover letter, and resume with references. Mail To: Jonathan Curry, 1914 Andy Holt Ave., 25 HPER Bldg., Knoxville, TN 37996.
CAPS Outreach Center

POSITION: Upward Bound Summer Resident Assistant – 2022
JOB DESCRIPTION: Live-In Residential/Dorm Counselor
DATES: June 6, 8 – Non-Residential: In-service Training
       June 7, 9, 19 – Non-Residential: Work with Students
       June 12– July 15 Residential Component

FUNCTION: To be responsible for students and their out-of-the-classroom activities; to serve as counselors and
supervisors for students as needed; to help students make the transition and necessary adjustments to living away
from home for the first time and learning to get along with others; to serve students in such a way as to contribute
to a successful residential campus experience.

DESCRIPTION OF RESPONSIBILITIES:

1. To supervise and coordinate physical and recreational activities for students.
2. To supervise students during meals (breakfast, lunch, and supper).
3. To supervise and coordinate evening activities for students.
4. To do hall checks at night.
5. To provide assistance with transportation via supervising bus pick-up/drop-off and/or driving University
   vehicles such as a minivan, 12-passenger van, and/or SUV.
6. To complete and submit paperwork on time as outlined by the Project Director.
7. To participate in all in-service activities and staff meetings as determined by the Project Director.
8. To perform any other program activities deemed necessary by the Project Director.
9. To always display professionalism and appropriate behavior.
10. To be available one day a week for on-call duty and to respond to student emergencies.
11. To adhere to all’s policies and regulations. Upward Bound and The University of Tennessee
12. To maintain a comfortable, caring, and supportive atmosphere for the students.
13. To serve as a mediator for students as necessary.
14. To enforce disciplinary action, if necessary, as outlined by the Project Director
15. To advise and counsel students as necessary and appropriate.
16. To make appropriate referrals when deemed necessary.
17. To maintain open lines of communication with other residential counselors, other Program staff
   members, students, and all University of Tennessee employees.
18. To maintain positive public relations with all students, parents, Program staff and with all The
   University of Tennessee employees.
19. To participate in the evaluation of program services.

MINIMUM QUALIFICATIONS:

• Sophomore undergraduate student at a local college/university.
• Must demonstrate the ability to communicate and work effectively with high school students.

PREFERRED QUALIFICATIONS:

• Junior/Senior Undergraduate or Graduate student with residence halls and/or program experience
• Areas of study include but are not limited to psychology, social work, counseling, or other related areas.

PAY RANGE: starts at $10.00 per hour, depending on experience and qualifications (6 weeks x
40 hours per week); PLUS all room, meal, and activities costs are provided by the Upward Bound program.

FOR MORE INFORMATION AND APPLICATION PACKET CONTACT:

Jonathan Curry
CAPS Outreach Center
1914 Andy Holt Avenue, 25 HPER Bldg.
Knoxville, TN 37996-2745
Phone: 865-974-4466