

# CAPS OUTREACH CENTER

## 2022

### June 6 – July 15

#### Who are we looking for?

Resident Assistants must be at least a rising college sophomore and be committed to working with our students throughout a six-week period. Hiring preference granted to applicants with experience working with high school students and prior RA experience, as well as to those applicants who are juniors or higher. Applicants with backgrounds similar to participants of the Upward Bound Program/s are encouraged to apply.

#### Contact Information

For more information or to request an application, contact Jonathan Curry, Project Director, Upward Bound RA Coordinator at (865) 974-4466 or [jcurry8@utk.edu](mailto:jcurry8@utk.edu).



## Residential Component

#### What are the CAPS Outreach Center Programs?

Come be a part of an academic program that truly makes a difference! Every year, the CAPS Outreach Center's Upward Bound Projects host college-bound high school students during the summer. Our projects include Academic Enrichment Upward Bound, Pre-College Upward Bound, and Math Science Upward Bound. Our participants are traditionally low-income, first generation students. Participants are highly motivated to succeed in high school and beyond. Our job is to help kindle a can-do spirit and provide experiences that participants may not have an opportunity to experience in their high school environment.

#### What is the residential instruction component of the summer program?

Our students live on UT's campus during a four-week residential component. Resident assistants are leaders and role models for these students. RAs, in addition to dorm responsibilities, will participate and lead students through cultural, academic, and social activities. Resident assistants **must live in the dorms** with the students and must attend one week of paid in-service training and commuter week prior to the program. In addition to their pay, RAs receive a room and weekly meals during the four-week residential program.

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UPWARD BOUND

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