



**JAPANESE COMMUNITY YOUTH COUNCIL (JCYC)  
ACADEMIC YEAR 2022-2023**

**Title:** Summer Residential Advisor (RA), Upward Bound (UB) Program

**Supervisors:** Senior Educational Advisor; UB Associate Director

**Position:** Temporary

**Location:** In-person, 2 days (dates TBA) at San Francisco State University the week of July 10 for training, then Sunday, July 16 to Saturday, July 22 for residential week (1 week), in-person.

**Compensation:** \$1800 - \$2,000 (room and board provided)

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**Program Description:** Upward Bound (UB) is a year-round, pre-college TRIO Program funded by the U.S. Department of Education. The program targets students who are from low-income families and/or are the first generation in their families to attend college.

**Position:** Each summer, JCYC UB Program runs a 6-week summer enrichment program designed to provide students instruction in rigorous high school academic coursework and exposure to the college environment, including the opportunity for students to spend one week overnight at a college campus.

The Summer Residential Advisor (RA), under the supervision of the UB Senior Educational Advisor, is responsible for the supervision, mentoring, and academic support of UB high school students during the summer program residential component at San Jose State University (SJSU). The ideal candidate is skilled in working collaboratively, fostering meaningful and nurturing relationships with youth, and working with both large and small youth groups. They can navigate a fast-paced environment and are excited to design and lead enrichment activities for students with a focus on building their socioemotional skills. RA's apply and hone their leadership, problem-solving, and communication skills to create a safe, fun, and educational environment for our students.

#### **Responsibilities**

- Design and run social and educational activities in collaboration with Upward Bound advising and administrative staff
- Develop positive relationships with students and communicate concerns to Upward Bound advising and administrative staff
- Serve as a positive role model for personal behavior and academic pursuits
- Foster an inclusive environment considerate of each student's identity, background, and needs
- Troubleshoot residential and community concerns with students and staff
- Enforce all program and campus behavior and safety policies

#### **Desired Qualifications**

- Currently enrolled in or graduating from an undergraduate or graduate program
- Experience working with low-income students and students of color; First-hand experience as a low-income and/or first-generation college student
- Bilingualism in Chinese or Spanish
- Strong leadership, communication, and collaboration skills

**Additional Requirements:** All candidates are fully vaccinated and, if eligible, boosted to comply with San Jose State University's campus guidelines for our summer program.

**HOW TO APPLY:** Applicants MUST submit ALL of the following: 1) Cover Letter and 2) Resume to [upwardbound@jcy.org](mailto:upwardbound@jcy.org). Applications without cover letters will not be considered.

**PLEASE NOTE:** *Upward Bound, a program of JCYC, actively seek to hire and promote individuals, recruit volunteers and provide services to individuals without regard to race, color, sex, sexual orientation, religious creed, national origin, age, marital or veteran status, or presence of non-job related conditions or disabilities. All employees of the JCYC participate in a criminal background investigation. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*