

Upward Bound (UB) Resident Summer Mentor (RA)

OT544001.UPB

May 31 – July 04, 2026

BASIC FUNCTION AND RESPONSIBILITY

Under the supervision of the Program Director and Upward Bound Advisors, the UB Summer Tutor/Mentor will work with UB instructors and staff to lead/supervise students during academic, cultural, recreational, and social activities.

From May 31 through July 04, the UB program will house approximately 20 students on the Indian Hills Ottumwa Campus. The mentors will be responsible for the students during evenings and overnights from Sunday to Thursday on campus.

Preference will be given to those candidates who have overcome barriers similar to the Upward Bound student population.

DUTIES AND RESPONSIBILITIES

- Live-in position in the residence hall, supervising 9th, 10th, and 11th-grade students.
- Supervise participants' residential and extracurricular experiences. Work with program staff to ensure students comply with program rules and regulations.
- Teach or lead special interest and recreation activities.
- Plan workshops/activities/games/mini courses to keep participants engaged
- Provide a pleasant, comfortable atmosphere conducive to maximizing student growth.
- Facilitate a discussion group on issues related to college life.
- Transport students to and from scheduled off-campus activities in college vans.
- Attend orientation, training, and weekly Upward Bound staff meetings.
- Keep and prepare reports and records as assigned by the UB Advisors.
- Perform other duties as assigned.

SUPERVISION RECEIVED

Program Director and Upward Bound Advisors

QUALIFICATIONS

HS Diploma and one year of college at Indian Hills Community College successfully.

Completion of freshman year of college or higher is required, with a cumulative GPA above 2.5.

Previous experience working with high school students and/or students from low-income backgrounds who are potential first-generation college graduates is preferred.

Must have a high level of maturity, motivation, and responsibility. Ability to work independently; is organized and dependable. Must be able to work with a team and demonstrates excellent communication skills. Able and willing to obtain a chauffeur's license (you will be reimbursed for any cost associated with this.)

SALARY

\$2,500 plus a furnished room and meals

Send letter of application and resume to Mariah Nichols, Director, Pre College TRIO,
Indian Hills Community College, 525 Grandview, Ottumwa IA 52501,

mariah.nichols@indianhills.edu, Office: 641-683-5315 Monday – Thursday.

Review of applications will begin immediately and continue until the position is filled.

An interview will be required.