

Neosho County Community College
Upward Bound Summer Academy 2026
Head Resident Assistant Job Description

The Upward Bound (UB) Program is seeking one (1) Head Resident Assistant (RA) to create a positive living and learning environment for participants. This is a seasonal, overnight position. RAs will move into the dorms on **Monday, May 25, 2026**, at 8:00 am, with final checkout after the last student departs on **June 25, 2026**. RAs are also required to work during the end-of-summer educational trip from **June 28 through July 2, 2026**. **The pay for this position is \$2,800 for the entire 6 weeks.** Housing, meals, and transportation costs are covered during working hours. Staff cannot stay on campus during weekends or the break before the trip.

The Upward Bound Summer Academy at NCCC is a six-week, residential, college-style program for high school students in grades 9-12. There will be up to 55 students, aged 13-19. Students who participate will take classes that prepare them for high school and college. They will also enjoy fun activities with community and campus partners. See more details about the Upward Bound program and the Summer Academy here: www.tinyurl.com/NCCCUB.

Head Resident Assistant Expectations

1. Must be a college degree-seeking student or have already earned an associate's degree or higher.
2. Collaborate closely with the Upward Bound staff and the four RAs to ensure a successful Summer Academy.
3. Demonstrate maturity, self-reliance, motivation, initiative, responsibility, self-esteem, integrity, strong interpersonal skills, and leadership qualities.
4. If you have an outside job, coordinate with your employer to accommodate your required hours. *Hours may change with little notice and may require RAs to be available outside of the specified hours.*
5. Complete RA training online before the academy and in person before student check-in.
6. Organize and record daily student medications. Disperse the correct medications at the correct times.
7. The Head RA must be on duty every Monday through Thursday for breakfast and medication duty from 7:00 am - 9:00 am and from 2:30 pm to 10:30 pm. On Thursdays, staff are on duty from 2:30 pm until the last student leaves for the weekend and after the weekly debrief (around 6:00 pm). RAs must report to the college on Sundays by 7 pm.
8. Help with student check-ins and checkouts, and maintain attendance records.
9. Collect all student car keys upon arrival and dorm keys upon departure.
10. Follow all policies in the Upward Bound RA Handbook, Student Handbook, NCCC Catalog, and Emergency Procedures Manual.
11. Provide security in the residence hall, during activities, and trips, including patrols, enforcing doors are not propped open, locking side doors, monitoring visitors, enforcing curfews, and conducting periodic checks.
12. Be a positive role model for other RAs by maintaining positive relationships, creating a cohesive team, and reporting any issues that arise to the Upward Bound staff.
13. Develop an RA schedule for free time stations and on-call rotation.
14. Assist RAs during their weekly on-call hours - 10:30 pm to 3:30 am.
15. Remain in dorms and be "on-call" from 10:30 pm to 7:30 am. The Head RA may go to sleep, with another RA on duty, but must respond to any phone calls or overnight situations that need to be escalated. Note: A security guard will be present overnight.
16. Make sure students do not return to dorms during the day.
17. Supervise students during free time and evening activities.
18. Design a schedule of Sunday Academies, where you will offer an evening lesson with the assistance of the other Ras. Plan and facilitate this each week.
19. Support the Upward Bound staff in all activities and events.
20. Supervise students during travel.
21. Transport students and other RAs for shopping or approved excursions.
22. Submit receipts for any purchases immediately; failure to do so may result in a wage deduction.
23. Keep the building clean.

24. Perform other duties as assigned.

Student Mentorship

1. Offer leadership and serve as a positive role model.
2. Help students adjust to residence hall living.
3. Get to know students and build relationships while maintaining boundaries (e.g., do not share your social media).
4. Provide students with information about the upcoming activities by decorating bulletin boards, updating whiteboards, and making announcements.
5. Share your educational journey and offer guidance.
6. Be attentive to students' needs and concerns.
7. Mediate and monitor student relationships.
8. Report any behavior issues to staff and complete necessary documentation.
9. Be energetic and enthusiastic to encourage participation and have fun.
10. Dine in the cafeteria for breakfast and dinner, and are encouraged to do so for lunch as well.

For most participants, this may be their first time living away from home, and your support and kindness will be crucial in helping them transition—you will become like a surrogate family. Resident Assistants are key to the success of the Summer Academy; they should be mature, good communicators, positive role models, adaptable, trustworthy, and respectful of confidentiality.

To apply:

Send the following to NCCC HR Director Karin Jacobson: hr@neosho.edu

- NCCC Application <https://www.neosho.edu/Portals/0/Employment%20Application.pdf>
- Resume
- Unofficial college transcripts
- Cover letter

For more information, contact: Jen Barnett - UB Academy Assistant at 620-432-0367 or jbarnett@neosho.edu

Non-Discrimination: NCCC is an EOE/AA employer. The current non-discrimination policy can be found at <https://www.neosho.edu/Compliance/Non-Discrimination>.

The Upward Bound Academy at Neosho County Community College (NCCC) is fully funded by the federal government. The U.S. Department of Education allocates an annual budget of \$309,505.00 to serve 55 students. Grant Award # P047A221025.