



The Claflin University Upward Bound Programs are seeking applications for **one (1) summer food service coordinator and one (1) Assistant Residential Dorm Counselor** for the summer component. The Upward Bound program is a federally funded educational opportunity programs designed to generate the skills and motivation necessary for success in education beyond high school. The program annually serves 160 students from eight high schools. The dates for the 2009 summer instruction component are May 31-July 17. If hired you will also be required to attend evening staff events and scheduled staff training.

**Positions and Qualifications**

The **Summer Food Service Coordinator** is expected to ensure site efficiency; inform Sponsor of any changes or discrepancies occurring at summer site; document daily Meal Count records; check meals for accuracy; maintain a sanitary serving environment; count meals at the Point of Service & record on Daily Meal Count Sheet; work with the food service staff in Claflin Dining Center; review all food service forms; verify accurate completion of forms issued to students; review details with monitor and site supervisor; complete office reports pertaining to food service; develop a menu for special events; coordinate foods for all special events such as the opening banquet, UB social, career day and the fine arts production; purchase the foods for the special events; and review safety and health issues with staff. He/she will report directly to the Claflin University TRIO Director.

The **Assistant Residential Hall Counselor** reports to the Lead Dormitory Counselor. She will provide tutorial and supervisory assistance to female adolescents in a simulated college environment; assist in residence hall and field trip supervision; able to work very long hours; motivate, encourage and support students in various stages of adolescent development; responsibly provide for the supervision, safety and security of students; develop a professional relationship and function as a positive role model for college-bound students; manage health problems and medical emergencies; participate in and supervise co-curricular activities; facilitate emotionally conflictive situations; enforce program guidelines; maintain accurate records of disciplinary actions and situations; serve as a liaison between administration and students; and serve as a liaison between UB office and other University personnel.

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*Interested persons meeting the required qualifications should submit:*

- Letter of interest
- Current Resume
- Current teaching certification (for teaching positions only)
- Two Letters of Recommendation

To: Mrs. Patrice R. Moorer  
Upward Bound  
Claflin University  
400 Magnolia Street  
Orangeburg, SC 29115  
Phone: 803/268-1139, 268-1140 or 268-1141

Or bring completed packet to 612 Boulevard, Orangeburg, SC 29115

**Application Deadline: March 20, 2009**