Training – The Counseling Coordinator will set up a training session for the RT staff to begin on June 2, 2016. It will be a two-day training that will be scheduled at a time that best fits the most peoples’ schedules.

The training is designed to make certain that the RT staff is knowledgeable about the goals of UBMS, the rules that will apply to the participants and to the staff, and to build a cohesive team. The RT staff must deal with many different situations and the best results will follow if the staff truly is a team.

Duty Schedule - The RT staff will be “on duty” from 4:30 or 5:00 p.m., through the evening hours through 11:00 p.m. (Lights Out) and later if required. In addition, you will be available from 11:00 p.m. until 8:00 a.m. for student assistance, if necessary.

Responsibilities - Provide evening and weekend supervision of participants in the residence halls, on campus, and at program activities; provide tutoring to participants as requested; serve as mentors (role models) to help participants prepare for the transition to the college campus; help with College Readiness workshops for participants on topics to be decided; communicate regularly with teaching team members, Counselors and Central Staff; plan recreation activities for evening and weekend free time; participate in weekend cultural enrichment field trips; meet with other RTs and central staff for weekly team meetings.

Time Off - The above schedule will apply for the entire 6 weeks of the program, with the exception of the individual RT’s time off. We allow each RT one weekend day off in addition to the weekend that all students go home. The RT may start his/her weekend day off at 8:00 a.m. and should return the next day by 8:00 a.m. There will be no more than one RT off on each day.

Group Travel - The RT is expected to travel with the group to help with guidance, organization, and supervision. Each RT takes attendance for his/her family each time we board the buses. In addition, the UBMS rules still need to be enforced, as will other rules that may apply to the particular venue we are visiting.

Student Orientation - Potential first year participants and their parents are invited to campus for an Orientation session. At Orientation we conduct interviews, give them an overview of the program, and answer all the questions they have. We need the RT staff to help with this. It is NOT a requirement, but it helps the RT begin to know the possible participants. In addition, it reassures the parents and students to see those who will be involved with the program. This year Orientation is scheduled for Saturday, April 16, 2016 beginning at 8:00.

Pay Schedule - RT pay for the six weeks will be paid half at the end of June and half at the end of July. The pay rate is $420.00 per week plus room and board for 2016.

Quality of Students - The participants in UBMS are selected in part because of a stated interest in Math and/or Science and a related career. They tend to be better students overall.