

**Position Description:** Overnight Assistant, Summer Program  
**Title:** Overnight Assistant (OA)  
**Supervisor:** Director of TRIO Upward Bound  
**Status/Type:** Temporary - summer program only / Fixed-duration

**ALL STAFF TRAINING: Monday, June 8 – Friday, June 12, 2026**

**DATES OF SUMMER PROGRAM: Sunday, June 14 – Friday, July 24, 2026**

### **Position Summary:**

The Overnight Assistant (OA) is responsible for the overall care, safety, and well-being of all the participants in the summer program. The OA will be on overnight duty, generally four nights per week.

### **Required Qualifications:**

1. Completed at least one year of college and pursuing and enrolled full-time or already possessing a college degree with a minimum overall college GPA of 2.25
2. Must be positive, enthusiastic, and exhibit creativity, flexibility, maturity, and dependability even through night shifts and in morning as students awake.
3. Demonstrated ability to work with diverse populations and have empathy for youth
4. Ability to work independently, but also cooperatively as a member of a team
5. Successfully pass a criminal background check
6. Agree to participate in required training programs the week before residential portion begins

### **Essential Responsibilities:**

1. Provide a positive, nurturing environment that encourages and motivates program participants to work toward becoming successful college-potential students
2. Encourage and role-model appropriate social interactions and interpersonal skills in relationships with peers and adults, while practicing self-discipline and manners
3. Keep nightly logs consistent with residential staff guidelines
4. Support TRIO UB administrative staff in forming and maintaining a cohesive unit, and keep administrative staff abreast of all student-related concerns as TRIO UB works with these students year-round to offer advice when appropriate or refer student/s to needed services
5. Reside in the dorm (typically Monday – Thursday overnight) and adherence of the Student, Campus, and Staff Guidelines
6. Travel with participants and TRIO UB staff on a major field trip the last week of the summer program, continuing the OA's responsibilities
7. Assist all other TRIO UB staff and participating students with keeping residence hall and other areas clean and monitor cleanliness of participants' rooms
8. Adhere to university policies and procedures

9. Work collegially and professionally with students, employees and external constituents

10. Perform other duties as assigned by Program Director and/or administrative staff