

Campus Director: UC Berkeley Job Description

What is Summer Springboard?

Summer Springboard was founded to give college-bound teens a supportive environment where they can explore their personal and academic passions. Our innovative pre-college summer programs, offered at some of the nation's leading colleges and universities, combines the benefits of an academically challenging summer experience with tools and frameworks for personal leadership development and self-discovery.

We are seeking a **Campus Director** for our programs on the campus of **UC Berkeley in Berkeley, CA** during Summer 2019. Employment begins in January 2019 and continues through August 2019.

UC Berkeley: Berkeley, CA

Pre-program training: June 20-22, 2019

Session 1: June 23 - July 5, 2019

Session 2: July 7 - 19, 2019

Session 3: July 21 - August 2, 2019

**Note: applicants must be available to work both sessions at selected campus.*

Position Responsibilities

Campus Directors are the fearless leaders of the Summer Springboard Program! We are seeking a dynamic individual that is not only a great manager and administrator but believes in our mission. As Campus Director, you will be afforded the opportunity to change lives and help teenagers realize their potential, dreams, and passions.

The Campus Director manages a team of Resident Advisors who work directly with the students. The Director will also lead certain activities with the entire group of students.

The Campus Director reports to the Program Manager located at Summer Springboard HQ in San Diego. He/she will be required to live alongside students and will have responsibility for the students 24/7 while programs are in session. There are three phases to the Campus Director role:

Pre-Program : From January through mid-June you will prepare the program. in cooperation with HQ staff. The Campus Director will be responsible for organizing program logistics (including but not limited to excursions, ground transportation, off-campus meals), hiring the Resident Advisors, and relationship building with our university contacts and community partners. The Campus Director will also collaborate with HQ staff on programming content and curriculum development.

He/she will deliver the pre-program trainings (virtual and in-person) in coordination with HQ staff. He/she may also represent Summer Springboard at school fairs and events from time to time. While the work will increase as we approach the start of programs, we estimate an average of 4-6 hours per week from January through mid-June.

Program: There are six weeks of actual programming on the campus of UC Berkeley. During this time the Campus Director will oversee and execute the daily operations of the programs operating at his/her campus, including programming, budget management, and logistics. He/she will be directly responsible for student conduct, discipline, health, and safety. He/she will supervise, collaborate with and lead all Instructors and Resident Advisors, in addition to working with university staff. The Campus Director will be responsible for communicating with parents of students and serving 24/7 on-call for any emergencies.

Post-Program: The Campus Director will oversee the wrap-up of his/her campus location. This includes the pack-up of program, budget and staff reconciliations, and debriefing with HQ staff and campus partner. This usually lasts around one week after programs finish.

These are the main areas of work for the Campus Director, but like any position that involves working with young people, no two days are the same. That is part of the appeal that draws so many of us to this field. The Campus Director will be faced with different scenarios and new challenges, and will be expected to be flexible, communicative, know when to ask for support from the HQ team, and be graceful under pressure.

The Campus Director is required to attend the mandatory in-person Director Training held at Summer Springboard HQ in San Diego during Spring 2019 (exact weekend TBD). Additional virtual trainings and check-ins with the Program Manager will also occur in the lead-up to programs start dates.

Qualifications and Skills

Required Qualifications:

- Bachelor's degree; **Master's degree preferred**
- Student or college campus residential life experience; familiarity with UC Berkeley and/or Bay Area preferred
- A **minimum** of four years experience in a classroom, camp, or educational setting

- CPR + First Aid Certification (valid certification prior to the first program start date)
- Mastery, experience, and passion relating to and working with teenagers and young adults
- Administrative and logistical experience
- Ability to organize, monitor, and uphold crisis management plan and regular safety procedures
- Exceptional planning, prioritization and execution skills
- Strong culture and relationship builder who actively engages and builds relationships with families, staff, and students
- The ability to communicate in a direct and sensitive fashion with students, parents, and staff
- Calm under pressure and ability to manage stress and balance others
- Energetic and possess a stamina and endurance: program days are full!
- Professional demeanor and strong work ethic
- Ability to work independently and lead, support and encourage a staff team

Important Notes

- Staff will be subject to background checks prior to employment. For staff working at the Berkeley campus program, an additional LiveScan from the California Department of Justice is contingent for hiring.
- Staff must commit to working all sessions at their designated campus, plus be available three days prior to the start of Session 1 and one day after the final concluding session. Please see above or the Summer Springboard website for session dates. There will be scheduled time off and breaks during the days for all staff.

Compensation and Benefits

- Competitive stipend
- Full room and board is provided at the designated campus during Pre-Program Training and duration of program sessions. Summer Springboard does not provide housing or meals for staff arriving early or departing late.
- Professional development and networking opportunities
- The ability to make an impact on students and their future

How to Apply

1. Complete application using the [following link](#). Applicants who do not complete the entire application process will not be considered.
2. Summer Springboard will review your application. If your application is selected, you will be invited for a first/second round interviews with Summer Springboard HQ staff.

3. If you make it through the interview process successfully, Summer Springboard will run a background check and contact your references. Upon successful clearance, you will be offered a position!

Note: Summer Springboard programs are not run by our campus partners. Universities and their affiliated departments are not responsible for the Summer Springboard program in any way.