

2023 Campus Director All Campuses 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 **Campus Directors** for our programs during Summer 2023. Part-time employment begins in April 2023 and transitions to full-time in June/July through July/August 2023 (depending on campus location). Applicants must be available to work all sessions at selected campus/groups or campus (i.e. Boston/Chicago).

Tentative Programs and Dates are as follows:

Yale UC Berkeley	UCLA Boston/Chicago*	North Carolina* Atlanta/Austin**	Oxford, UK UC San Diego
Session 1: June 18 - 30	Session 1: June 25 - July 7	Session 1: June 18 - 30	Session 1: July 9 - 21
Session 2: July 2 - 14	Session 2: July 9 - 21	Session 2: July 2 - 14	Session 2: July 23 -August 4
Session 3: July 16 - 28	Session 3: July 23 -August 4	Session 3: July 16 - 28	

**North Carolina operates Sessions 2 & 3; Atlanta/Austin operates Session 1 & 2*

***Campus Director moves from one campus to another*

Position Responsibilities

Campus Directors are the fearless leaders of the Summer Springboard Program! We are seeking dynamic individuals that are not only a great manager and administrator but believe 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 Residential Staff who work directly with the students. The Campus Director will also lead certain activities with the entire group of students.

The Campus Director reports to the Program Director located at Summer Springboard HQ in San Diego. They 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 April through mid-June you will assist in program preparations in cooperation with HQ staff. Our HQ staff will be responsible for organizing program logistics (including but not limited to excursions, ground transportation, off-campus meals), but the Campus Director may be required to assist in planning as well as in the hiring of the residential staff. The Campus Director will assist in delivering the pre-program trainings (virtual and in-person) in coordination with HQ staff. While the work will increase as we approach the start of programs, we estimate an average of 8-10 hours per week from April through mid-June.

Program: There are generally 4-6 weeks of actual programming on the campus. During this time the Campus Director will oversee and execute the daily operations of the programs, including programming, budget management, and logistics. They will be directly responsible for student conduct, discipline, health, and safety. In addition, the Campus Director will supervise, collaborate with and lead all Instructors and Residential staff, in addition to working with university staff. On certain matters, 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 their campus location. This includes the pack-up of program, budget and staff reconciliations, and debriefing with HQ staff and campus partner.

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 a mandatory in-person Director Training held in San Diego (or a nearby location) the beginning of May 2023. Additional virtual trainings and check-ins with the Program Director 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 specific campus or location
- 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 California campus programs, 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 4-5 days prior to the start of Session 1 and one day after the final concluding session. Please see [Summer Springboard](#) website for up-to-date 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

- Please send resume and cover letter to summerjobs@terraeducation.com.
- Because of the large number of applications we receive, we are not able to reply to all applicants.

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.