

Assistant Campus Director Job Description

What is Summer Springboard?

Our mission at Summer Springboard is to help students increase their self-awareness so they can make decisions about college selection, academic majors, and career planning that reflect their personal vision for success. Our innovative pre-college summer programs, offered at some of the nation's leading colleges and universities, combine the benefits of an academically challenging summer experience with tools and frameworks for personal leadership development and self-discovery.

We are hiring for the position of **Assistant Campus Director** for our programs during Summer 2024. Part-time employment begins May 2024 and transitions to full-time in June/July through July/August 2024 (depending on campus location). Applicants must be available to work all sessions at selected campuses/groups or campuses (i.e. GA Tech/Duke).

Position Responsibilities

As Assistant Campus Director, you play a key leadership and support role on our campus program team! We are seeking energetic individuals with great people skills who are organized, logistically minded and enjoy coordinating people and projects. Assistant Campus Directors will be afforded the opportunity to change lives and help teenagers realize their potential, dreams, and passions.

- Support the Campus Director with leading the academic course coordination and a team of Instructors, who work directly with the students.
- Act as the primary point of contact on campus for Instructors, responding to questions and concerns regarding classrooms, supplies, or excursions. The Instructors are hired and trained by SSB HQ, so the Assistant Campus Director is their liaison on campus.
- Serve and step in as Campus Director when needed or when the Campus Director is unavailable. The Assistant Campus Director is considered second in command on the campus team and serves an important role of backstopping and supporting the Campus Director with other responsibilities outside of the academic course coordination.
- Support the Campus Director with staff coordination and overseeing afternoon, evening, and weekend activities. The Campus Director and Assistant Campus Director are always available 24/7 throughout the program and should be interchangeable.

The Assistant Campus Director reports to the Campus Director located on their respective campus. You will be required to live alongside students and will share responsibility for the students 24/7 while programs are in session.

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

Timeline

There are three phases to the Assistant Campus Director role:

Pre-Program: The Assistant Campus Director will come on board in early May 2024 for training. Through mid-June, you will become familiar with Summer Springboard and your campus program. You will attend the in-person Director's Training organized by Summer Springboard (location TBD), and deliver and participate in any virtual trainings with the broader residential staff team.

Program: There are four to six weeks of actual programming, respective to each campus. During this time, the Assistant Campus Director will coordinate and execute the daily operations of the academic courses operating at their campus. They will supervise, and collaborate with the Campus Director, as well as lead all Instructors and Mentors, in addition to providing support with other programming and operations as designated by the Campus Director. The Assistant Campus Director will serve 24/7 on-call for any emergencies and backstop the Campus Director in communication with parents/guardians and university partners.

Post-Program: The Assistant Campus Director will support the wrap-up of their campus location. This includes the pack-up of the program, budget, receipt filing, staff reconciliations, and debriefing with HQ staff and Instructors.

Qualifications and Skills

Required Qualifications:

- Bachelor's degree; **Master's degree preferred** (*years of experience may be substituted for educational qualifications*)
- Student or college campus residential life experience; familiarity with selected campus/region preferred
- A **minimum** of one year experience in a classroom, camp, or educational setting
- CPR + First Aid Certification (valid certification prior to the first program start date)
- Proactive in nature with the ability to anticipate team and student needs and ready to volunteer and take on responsibilities
- Empathy and passion relating to and working with teenagers and young adults
- Administrative and logistical experience
- Ability to execute and uphold crisis management plans and regular safety procedures
- Exceptional planning, prioritization, and execution skills
- Strong culture and relationship builder who actively engages and builds relationships with Instructors, peers, and students
- The ability to communicate directly and sensitively with Instructors and RAs
- Calm under pressure and ability to manage stress and balance others
- Good physical and mental health. Staff must possess the stamina to actively participate in all elements of the program's experience
- 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 on hiring.
 - Yale campus program, an additional BCIS background check from the Connecticut Office of Early Childhood is contingent on hiring.
 - Boston campus program, an additional CORI/SORI background check from the Massachusetts Criminal Offender Record Information is contingent on hiring.
 - GA Tech campus program, an additional Youth protection form must be completed successfully
 - Duke campus program, an additional background check, and University-specific training are required for hiring.

- International Campus programs, staff is required to complete background checks in the last country of 2 + years residence.
- Staff must commit to working all sessions at their designated campus and be available five days before the start of Session 1 and one day after the final concluding session. Please see the 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

- A competitive weekly stipend ranging between \$900 - \$1,200
- Full room and board are provided at the designated campus during Pre-Program Training and for the duration of all 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 complete our [staff application](#).
- 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.

Tentative Programs and Dates are as follows:

Positions highlighted in orange have been filled

Campus Location + Team	Session 1	Session 2	Session 3
Yale	Session 1: June 16 - 28	Session 2: June 30 - July 12	Session 3: July 14 - 26
UC Berkeley Team A	Session 1: June 16 - 28	Session 2: June 30 - July 12	Session 3: July 14 - 26
Boston	Session 1: June 16 - 28	Session 2: June 30 - July 12	
GA Tech/Duke**	Session 1: June 16 - 28	Session 2: June 30 - July 12	Session 3: July 14 - 26
UC Berkeley Team B	Session 1: June 23 - July 5	Session 2: July 7 - 19	Session 3: July 21 - August 2
UCLA*/Washington	Session 1: June 23 - July 5	Session 2: July 7 - 19	Session 3: July 21 - August 2

Georgetown*	Session 1: June 23 - July 5	Session 2: July 7 - 19	Middle School: July 21 - 26 - See table below
Cal Poly SLO	Session 1: June 30 - July 12	Session 2: July 14 - 26	
New York	Session 1: June 30 - 12	Session 2: July 14 - July 26	
UC San Diego	Session 1: June 30 - 12	Session 2: July 14 - July 26	Session 3: July 28 - August 9
Paris, France/Oxford, UK*	Session 1: June 30 - 12	Session 2: July 14 - July 26	Session 3: July 28 - August 9

*UCLA operates S1 & S2 (the team moves to Washington for S3)

*GA Tech operates only Session 1 (the team moves to Duke for S2 & S3)

*Paris operates only Session 1 (the team moves to Oxford for S2 & S3)

UC Berkeley operates with two separate teams (Team A and Team B) on different dates

Campuses in blue have the same team: The Campus Director + team move from one campus to another in between sessions (there will be only one pre-program training session prior to session 1 - a brief follow-up campus tour to familiarize with new surroundings at the second campus).

Summer Springboard will provide transportation [between locations](#).

Middle School

UC Berkeley Middle School	Session 1: July 7 - July 12	Session 2: July 14 - July 19	Session 3: July 21 - July 26	Session 4: July 28 - August 2
Georgetown Middle School	Session 1: July 21 - July 26			