

## 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 seeking dynamic leaders to serve as **Campus Directors** and manage our programs during Summer 2025. Employment begins May 21, 2025, with a 5-day mandatory in-person training, and transitions to a 24/7 residential on-campus role from June to August (exact contract dates vary by [campus location](#)).

### Position Responsibilities

Campus Directors are the fearless leaders of the Summer Springboard Program! We are seeking passionate individuals who not only excel in management and administration but are also deeply committed to our mission. As Campus Director, you have the unique opportunity to change lives, helping teenagers realize their potential, pursue their dreams, and ignite their passions. In this role, you will lead a team of Residential Staff, including the Assistant Campus Director, Mentors, and, at larger campuses, an Activities Coordinator, along with HQ Support Staff—who work directly with students. Campus Directors live alongside students and are responsible for their well-being 24/7 throughout the program.

- **Pre-Program Preparations:** Beginning with a mandatory in-person Director Training facilitated by our Headquarters Team, the Campus Director will become an expert on Summer Springboard's program, policies, and procedures (May 21-25, 2025). Upon completion, the Campus Director will take the reins of the program and assist in delivering the pre-program training sessions (virtual and in-person) for their staff team. Prior to arriving on campus, Campus Directors are responsible for completing **40 hours** of preparation including planning, logistics, and training with the support of their Program Director.
- **On-Campus Program Execution:** While on-campus, the Campus Director oversees and executes the daily operations of the programs, including programming, budget management, and logistics. They ensure student conduct, discipline, health, and safety, in addition to supervising all Residential Staff and instructors and liaising with University stakeholders. The Campus Director serves as the primary contact for families and is available on-call 24/7 for any emergencies. Throughout the program, the Campus Director is supported in day-to-day tasks by their Assistant Campus Director and for escalated situations by their Program Director.
- **Post-Program Conclusion:** The Campus Director oversees the wrap-up of their campus location. This includes completing administrative reports, staff performance reviews, reconciling the budget, managing staff reconciliations, organizing and storing supplies, and debriefing with HQ staff and University partners.

While these are the main areas of work for the Campus Director, 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 work. The Campus Director will be faced with different scenarios and new challenges and will be expected to be flexible, communicative, and graceful under pressure, as well as know when to ask for support from the HQ team.

**Required Qualifications:**

- Bachelor's degree; Master's degree preferred
- At least four years working with students in a classroom, camp, or similar setting
- Experience in management or leadership roles within a team setting
- Comfortability utilizing Google Workspace (Gmail, Drive, Sheets, Photos, Docs, Slides)
- CPR Adult & Child + First Aid Certification

*Note: Summer Springboard does not accept online CPR/First Aid certifications. Certifications must be attained prior to the staff's contract start date at the expense of the candidate.*

**Preferred Skills:**

- Experience living, working, or studying at an SSB campus or surrounding area
- Administrative, logistical, or event management experience
- Strong culture and relationship builder with team, families, and students
- Calm under pressure and ability to manage stress and balance multiple priorities
- Energetic, possess stamina and endurance: program days are intense and full!

**Compensation and Benefits:**

- Competitive compensation starts at \$1,300 per week
- Round-trip travel to campus location(s) and Director Training
- Housing and meals (breakfast, lunch, and dinner) are provided at the designated campus
- Professional development, networking opportunities, and career advancement opportunities

*Note: Summer Springboard does not provide housing or meals for staff arriving prior to Pre-program Training or departing after the final contract date.*

**How to Apply:**

1. Submit our [Seasonal Staff Application](#)
2. Complete interviews via online video call
3. If you make it through the interview process successfully, Summer Springboard will contact your references and run a background check.

**Tentative Program Locations:**

Summer Springboard operates at the following locations and campuses: Berkeley, Boston, Georgia Tech, Duke University, UCLA, Georgetown, Cal Poly SLO, New York City, New York School of Interior Design, UC San Diego, UC Santa Barbara, University of Washington, University of Michigan, Oxford, Paris, and Yale University.

Summer Springboard's programs take place between June 15 and August 8, 2025. Each program location has specific session dates with one day off between sessions. Please refer to the [Summer Springboard](#) website for the most updated session dates and campus locations.

Campus Directors must attend Directors' Training (May 21-25, 2025) and work **all sessions** at their designated campus(es) and be available five days prior to student arrivals. Each staff member will be scheduled for time off and breaks throughout the duration of the contract.

*Note: Summer Springboard programs operate independently and are not affiliated with the University campuses where we operate. Universities and their affiliated departments are not responsible for the Summer Springboard program in any way (the only exceptions are the Cal Poly SLO and NYSID programs).*

Please reach out to [summerjobs@summerspringboard.com](mailto:summerjobs@summerspringboard.com) for any questions or clarifications