

## Academic Manager Job Description

### What is Summer Springboard?

At Summer Springboard, our mission is to help middle school and high school students discover their passions, build self-awareness, and make informed decisions about their future academic and career paths. Through hands-on academic courses, leadership workshops, and immersive college experiences, SSB empowers students to define their personal vision for success.

We are seeking enthusiastic and adaptable leaders to serve as Academic Managers. Employment begins May 20, 2026, with a mandatory five-day in-person training, followed by a residential, on-campus position with rotating on-call responsibilities from June through August (exact contract dates vary by [program team](#)).

### Position Overview

The Academic Manager serves as a key member of the program leadership team and second in command to the Campus Director. This position provides essential leadership and operational support to ensure all academic components of the program run smoothly and align with SSB's mission.

Working closely with the Campus Director, host university partners, SSB instructors, and mentor team, the Academic Manager develops and manages the academic schedule, coordinates instructional logistics, and fosters an engaging learning and cohesive educational experience. A central component of the Academic Manager's role is overseeing the academic excursions, coordinating logistics, managing staff coverage, and ensuring that multiple off-campus course activities run safely, efficiently, and in alignment with program objectives.

In addition to their academic responsibilities, the Academic Manager plays an important role in maintaining overall program operations. They may be called upon to assist with student conduct matters, incident reporting, or family communication when program demands require additional leadership support.

Academic Managers live alongside students in the residence halls and share responsibility for student supervision, well-being, and community life throughout the program. They participate in a rotating on-call schedule as part of the 24/7 residential leadership team, ensuring a safe, supportive, and inclusive campus environment. This role is both challenging and deeply rewarding, ideal for professionals who thrive in fast-paced environments, lead with empathy, and are passionate about empowering young people to reach their full potential.

*The essential functions outlined below describe the general nature and level of work performed. They do not represent an exhaustive list of all tasks or responsibilities. The Academic Manager may be assigned additional responsibilities as required to ensure the effective and safe operation of the program.*

### Key Essential Functions

#### Academic Leadership & Coordination

- Serve as the Campus Director's second in command, providing on-site academic and operational leadership to ensure seamless and enriching program experience.
- Develop, manage, and execute the academic schedule in collaboration with the Campus Director and instructors.
- Liaise with university partners, guest speakers, and SSB instructors to confirm classroom readiness, instructional needs, and course delivery quality.
- Support instructors in maintaining student engagement, classroom management, and alignment with SSB's learning outcomes.
- Oversee academic excursions, coordinating logistics, transportation, staffing, and prioritizing safety across multiple simultaneous off-campus activities.

- Manage communication between academic staff, mentors, and the campus leadership team to ensure a cohesive academic experience.

### **Student Engagement & Support**

- Serve as a visible, accessible leader who supports students' academic success and personal growth throughout the program.
- Monitor student participation, attendance, and engagement; address any academic or behavioral concerns in collaboration with the Campus Director.
- Provide guidance, mentorship, and encouragement to help students connect classroom learning with real-world exploration.

### **Residential & Community Leadership**

- Live on campus and share responsibility for student supervision, safety, and well-being as part of the rotating on-call residential leadership team during the program sessions.
- Foster an inclusive, respectful residential community that reflects SSB's values and behavioral expectations.
- Participate actively in evening and weekend programming, staff meetings, and community-building activities.

### **Team Collaboration & Operations**

- Partner with the Campus Director to lead, supervise, and support the on-site staff team, including mentors, instructors, and other program personnel.
- Work closely with the Summer Program Assistant to coordinate daily logistics, class transitions, and student movement between academic and residential activities.
- Collaborate with Mentors and Alumni Mentors to ensure consistency between academic goals and student life programming.
- Attend all pre-program and on-site staff training sessions, actively contributing to a culture of teamwork and professionalism.

### **Campus Leadership**

- Step in for the Campus Director as needed to maintain operational continuity and decision-making authority.
- Assist with managing student discipline, incident documentation, and family communication in alignment with SSB policies and procedures.
- Serve as the secondary on-call staff member, participating in a rotating schedule of after-hours leadership coverage to provide responsive support to students, staff, and program operations during on-campus sessions.

### **Training:**

- Complete online pre-program tasks and training via the SSB platform
- Complete 5-day mandatory Director training (May 20, 2026 - May 24, 2026)
- Participate in virtual sessions with Summer Springboard HQ and Campus Director
- Attend four days of in-person training on campus prior to the start of the first camp session

### **Required Qualifications:**

- Bachelor's degree; Advanced degree or teaching experience preferred.
- Strong leadership, organizational, and communication skills
- Experience working with high school or middle school students in a classroom, camp, or residential setting.
- Demonstrated ability to problem-solve, maintain alertness, manage emergencies, and balance multiple priorities.

- Commitment to creating an inclusive, student-centered, and supportive learning environment.
- Proficiency in using Google Workspace tools, including Gmail, Drive, Sheets, Docs, Slides, Photos, and Sites, for communication, scheduling, and documentation. Ability to adapt quickly to additional digital platforms and mobile applications used during the program for coordination, reporting, and real-time communication.
- Must be legally authorized to work in the United States.
  - SSB does not provide visa sponsorship.
- 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. Must be valid and up to date.*

### **Compensation and Benefits:**

- Competitive compensation starting at \$1,000 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 for the contract length
- The opportunity to make a lasting impact on students' lives while building career skills.

*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. Complete and submit our [Seasonal Staff Application](#).
2. Qualified applicants will be invited to a first-round interview, with select candidates advancing to the next stage.
3. Candidates who successfully complete the hiring process will undergo reference and background checks before receiving a formal offer of employment.

### **Tentative Program Locations and Dates:**

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

Summer Springboard's programs take place between June 10 and August 7, 2026. Each program location has specific session dates with one day off between sessions. Please refer to the [2026 Program Teams and Contract Dates](#) for details on summer assignments and campus locations.

Academic Managers must commit to working all sessions at their designated campus(es) and be available one week prior to student arrivals.

*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