

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, combines 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** at several campus locations for our Summer 2020 programs. The employment contract begins in May 2020 and continues through August 2020, which covers staff training (in-person Director's Training in San Diego) and all program session dates.

Campus Locations & Dates

UC Berkeley	Yale University	Georgetown	Boston
June 21 - July 3, 2020	June 21 - July 3, 2020		
July 5 - July 17, 2020	July 5 - July 17, 2020	July 13 - July 25, 2020	July 5-July 17, 2020
July 19 - July 31, 2020	July 19 - July 31, 2020	July 27 - Aug 8, 2020	July 19 - July 31, 2020

Position Responsibilities

As Assistant Campus Director, you play a key leadership and support role on our campus program team! You are an energetic individual with great people skills who is organized, logistically-minded, and likes to coordinate people and projects. In this position, you will be afforded the opportunity to change lives and help teenagers realize their potential, dreams, and passions.

- Lead the academic course coordination and a team of Instructors, who work directly with the students.
- Act as main POC 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 Director is their liaison on campus.
- Teach one of the enrichment electives in the afternoon (5 sessions, 90 minutes each, 6 hours of total instruction per program session). Electives examples may include

College Admissions, Photography, Public Speaking, English for Speakers of Other Languages, Outdoor Athletic Training.

- Coordinate a “Welcome Lunch” for all Instructors on the first day of session.
- Serve and step in as Campus Director when needed when Campus Director is unavailable. The Assistant Director is considered the “Number 2” 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.

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. That is 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, communicative, 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 Director will come on board in early May 2020. Through mid-June, you will become familiar with Summer Springboard and your campus program . You will also attend the in-person Director’s Training organized by Summer Springboard in San Diego, and deliver and participate in any virtual trainings with the broader residential staff team. While the work will increase as we approach the start of programs, we estimate an average of 3-5 hours per week through the start of your campus program.

Program: There are four to six weeks of actual programming, respective of 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, collaborate with and lead all Instructors and Resident Advisors, in addition to providing support with other programming and operations as designated by the Campus Director. After each program session, they will provide course and performance feedback to Instructors based on the results the student evaluations. The Assistant Campus Director will serve 24/7 on-call for any emergencies and

backstopping 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 program, budget and staff reconciliations, and debriefing with HQ staff and Instructors. This usually lasts around one week after programs finish.

.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 plan and regular safety procedures
- Exceptional planning, prioritization and execution skills
- Strong culture and relationship builder who actively engages and builds relationship with Instructors, peers, and students
- The ability to communicate in a direct and sensitive fashion 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 locations, 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 based on experience and program length (*note: pre-program contract and compensation is separate than on-program*)
- 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 round interview conducted over Sparkhire. Typically, there are two or three interview rounds for this position.
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.