



PART-TIME SUMMER BRIDGE PROGRAM COORDINATOR STUDENT SUCCESS CENTER

POSITION SUMMARY:

The summer bridge program is a non-residential, credit bearing summer program open to all first-year students admitted to Villa Maria College and registered for the FA22 semester. The program will run 4 days / week (Monday-Thursday) from 9am to 3pm for one month. The Coordinator will be responsible for approximately 10-15 of hours of work before the program begins, up to 4 hours of work each day the program is happening, and up to 5 hours of work after the program ends. Students can earn up to 3 credits towards their first semester through attending the summer program and the supplemental workshops and support sessions. The summer program coordinator will be the liaison with admissions, the Student Success Center, the registrar's office, and other campus offices to plan for the program, oversee daily operations, and complete a summary report.

ESSENTIAL RESPONSIBILITIES:

Before Summer Program

- Create summer program daily schedule
- Oversee appointment of part-time staff
- Schedule workshops
- Schedule rooms
- Provide communication to enrolled students
- Order program supplies
- Administer summer staff planning meetings

During Summer Program

- Lead daily motivational and non-technical skill building group meetings with students
- Oversee part time staff; ensuring recording and grade submission.
- Reach out and develop a plan for students who are absent or in academic difficulty
- Hold individual and group staff meetings as necessary
- Administer satisfaction survey

After Summer Program

- Oversee post-program staff meeting
- Write a support on summer program statistics including final grades, attendance rates, and summary information from program satisfaction survey. Include any recommendations for future summer programming.

ESSENTIAL QUALIFICATIONS:

- Bachelor's degree required (Master's preferred).
- Strong culture and relationship builder who actively engages and builds relationships with students and staff.
- Ability to communicate in a direct and sensitive manner with students.
- Familiarity or prior affiliation with Villa Maria College academic programs, or leading summer programs.
- Experience in supervising a part-time staff.
- Proficiency in Microsoft Office Suite including Word, Outlook, and Excel.
- Ability to work independently and lead, support and encourage a staff team.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Villa Maria College management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

ESSENTIAL FUNCTIONS:

General environment requires this employee to use manual dexterity and flexibility. Incumbent must have the ability to navigate around the Campus to various buildings, and in classrooms, as needed. This work may include time spent typing, writing, standing, bending, twisting, walking, including up and down stairs, lifting and carrying up to 25 pounds.

APPLICATION MATERIALS

- Cover Letter
- Resume

TO APPLY

When completing the online job application, please include application materials as attachments. After you have completed the application, your information will be forwarded to the Search Committee for review. The Search Committee will carefully review each resume and qualified candidates will be contacted for an interview.

Villa Maria College is an equal opportunity employer and does not discriminate on the basis of age, race, religion or creed, color, sex, national or ethnic origin, marital status, or physical or mental disability in admissions, employment, or in any other aspect regarding the conduct of College programs and activities. Should you require an accommodation, according to the guidelines of the ADA, please seek the counsel of the Director of Human Resources for assistance.

VILLA MARIA COLLEGE INCLUSION STATEMENT

At Villa Maria College, we value diversity and respect for human dignity as foundations for our collective growth. We develop effective reciprocal relationships based on compassion, trust, and authenticity. To fulfill this purpose, we welcome all students and employees who contribute to the richness of our diversity. We work every day to ensure that all who join our inclusive community have what they need to realize their full potential.