

**THE ACCESS CENTER  
BRIDGE SCHOLARS PROGRAM COORDINATOR (summer)  
JOB DESCRIPTION**

The Bridge Scholars Coordinator provides supervision, academic support, and college transitional programming to a diverse group of incoming freshmen. The Coordinator position runs through the eight-week summer session from mid-June to early August. The live-in position (within a CSU residence hall) is designed to provide Bridge Scholars continuous academic support, self-advocacy skills, and introduction to University retention programs. Bridge Scholars are first-generation college students from limited socio-economic communities admitted to CSU for the 2017-2018 academic year. Bridge Scholars start their first-year at CSU the summer prior to fall and enroll in six University credits. Individuals interested in working with advocacy and educational equity programs are highly encouraged to apply.

**Specific duties of the Coordinator include:**

- Provide supervision, academic support, and transitional programming to incoming freshmen in a residence hall environment.
- Assist with the training and supervision of student peer leaders.
- Assist in the planning and delivery of Bridge Program related activities, projects and special events.
- Reside in assigned residence hall at all times with student participants except when absence is scheduled or approved by the Director. Enforce Bridge Program rules and expectations such as curfew, supervised study periods, and behavior guidelines. Also enforce residence hall and university policies to ensure appropriate student participant behavior.
- Act at all times with full regard for each student's emotional and physical well-being.
- Provide academic support and general academic guidance, serve as an academic resource, and encourage and motivate their full involvement.
- Accommodate reasonable requests for extra assistance by students, within the constraints of program guidelines and scheduling.
- Maintain professional and ethical relationships and boundaries with staff and student participants at all times, both during the entire length of the program and during any off-duty contact with students and staff. Coordinators must be especially sensitive to behavior or interaction with students that might appear to be improper and unprofessional.
- Communicate and share with program staff relevant information concerning student and program issues and seek immediate assistance from Director or other core staff member when a situation exceeds your experience or expertise, and inform such staff of any concerns regarding student participant behavior, including sickness, absences, drug use, etc.
- Complete and submit all required receipts and other documentation to the Access Center administrative accounting staff member and any other paperwork that may be required for documentation purposes upon request and by the designated deadline or timeframe.
- Compensation: This is a residential position with room and board for duration of 8-week summer program with wage earnings of \$2500-\$3000 contingent on experience. Time off on weekends and evenings is scheduled based on program needs.

**MINIMUM QUALIFICATIONS:**

- Be a current CSU graduate student enrolled for the 2017-2018 academic year.
- Completed, at minimum, 1 year of graduate study at CSU or other post-secondary institution.
- Must be available for 8-week residential program (June 9-August 5<sup>th</sup>) including evenings and weekends
- Demonstrated experience with first generation students/communities
- Minimum cumulative GPA of 3.00 or higher at CSU

**PREFERRED QUALIFICATIONS:**

- Effective communication skills (speaking, writing, developing and presenting academic workshops, and/or presentations, use of computer applications)
- Valid driver's license and reliable personal transportation

To apply, please send an email of interest and attached resume to Lucia Delgado, Director College Access at CSU. Email: [Lucia.Delgado@colostate.edu](mailto:Lucia.Delgado@colostate.edu), phone inquiries can be directed to Lucia at 970-491-0660.

Deadline to apply: February 28<sup>th</sup>, 2017 @ 3:00 pm.