**The Access Center**

*College Access Unit*

*Bridge Scholars Residential Coordinator (summer only)*

The Bridge Scholars Residential Coordinator provides supervision, academic support, and college transitional programming to a diverse group of incoming freshmen. The Bridge Scholars Residential 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 an introduction to University resources and student success programs.

Bridge Scholars are first-generation college students from limited socio-economic communities admitted to CSU for the Fall 2019-2020 year. Bridge Scholars start the summer prior to fall semester of their freshmen year and enroll in six University credits and a one-hour seminar course. Individuals interested in working with advocacy and educational equity programs are highly encouraged to apply to the Bridge Scholars Residential Coordinator position.

**Responsibilities**

The Bridge Scholars Residential Coordinator is responsible for supervising Bridge group leaders and Bridge Scholars with the support of full-time staff. The primary role is to facilitate the creation of a positive residence hall environment which supports Bridge Scholar’s academic and personal success. In order for this environment to develop, the Bridge Scholars Residential Coordinator must make significant connections with the student participants, hold all students accountable to the behavior policy, and facilitate group initiatives to build community.

**Specific duties of the Residential Coordinator include:**

* Provide supervision, academic support, and transitional programming to incoming freshmen in a residence hall environment.
* Assist with the training and supervision of Bridge group 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.

**Conditions of Employment**

1. Bridge Scholars Residential Coordinator must be enrolled as a CSU student for the 2019-2020 academic year (seniors and graduate level students are prefrerred for this position).
2. Bridge Scholars Residential Coordinator must be in good academic standing with the University; a GPA of 3.00 or higher is preferred.
3. Bridge Scholars Residential Coordinator must have experience supervising youth (high school age or college preferred)
4. Bridge Scholars Residential Coordinator should have experience working with first-generation students/ communities (preferred)
5. Experience in leading/facilitating small groups and workshops is preferred.
6. Bridge Scholars Residential Coordinator must be available for daily meetings and additional staff meetings as needed.
7. Bridge Scholars Residential Coordinator may take classes or hold other employment during the Summer Program but must attain prior approval by the Director of College Access Unit.
8. Bridge Scholars Residential Coordinator should have a Valid driver’s license
9. Bridge Scholars Residential Coordinator must be available evenings and weekends to assit with on-duty responsibiliites.
10. Bridge Scholars Residential Coordinator must be available for the duration of the 8-week program.

**Remuneration** is a residential room with board while program is in session, including meals during the employment period as well as all activity fees. Bridge group leaders are expected to work a minimum of 20 hours a week with this remuneration. Additional wages may be compensated based on approval at $13.00/hr, and not to exceed a total of 40 hours a week. Bridge Coordinators intending to hold additional summer employment positions must notify Director first as it may impact summer wages.

**Important Summer Program Dates**

* Bridge Summer dates (must be available for the full 8-week program)

June 16th – August 9th, 2019

## Mandatory Summer Staff Training

## All Staff: June 7 & June 8, 2019

###### Staff move-in :

###### June 15th, 2019

* Bridge welcome and information session (optional day for staff)

May 5th, 2019

**Questions specific to Bridge Scholars Residential Coordinator position can be directed to:**

Angel Ruiz

[Angel.Ruiz@colostate.edu](mailto:Angel.Ruiz@colostate.edu)

970-491-2851

**To Apply:**

Applications and information are available at the Access Center website at http://accesscenter.colostate.edu/. Applications will be considered until positions are filled. To ensure full consideration, a **complete application** and **current resume** must be submitted **electronically to TAC\_UBHire@colostate.edu**. Applications need to be submitted by: February 8, 2019. Candidates selected for interviews will be notified by February 15, 2019

CSU is an EO/EA/AA employer.

Colorado State University conducts background checks on all final candidates, and all applicants must be 18 or older at time of background check to be considered for a position.