



JOB DESCRIPTION / POSITION ANNOUNCEMENT

Bridge Scholars Group Leader
The Access Center

PROGRAM PURPOSE

The Bridge Scholar Group Leader provides mentorship, academic support, and college transitional programming to a diverse group of incoming first-year students. The Bridge group leader 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 2022-2023 academic year. Bridge Scholars start their first year the summer before fall and enroll in six University credits. Students interested in mentoring students and facilitating group activities are highly encouraged to apply.

**** Note:** *If the Bridge Scholars program moves to an online model, the primary roles will remain the same, however, responsibilities will be altered to reflect a virtual program. Group leaders will be responsible for fostering an online community of mutual respect, through connecting with participants remotely.*

MINIMUM QUALIFICATIONS:

- Be a current CSU student enrolled for the 2021-2022 academic year
- Completed, at minimum, 1 year of full-time undergraduate study at CSU
- Demonstrate understanding of first-generation student/community experiences
- Minimum cumulative GPA of 2.75 or higher at CSU
- Access to personal transportation

PREFERRED QUALIFICATIONS:

- **Effective communication skills:** Ability to speak to large and small groups and communicate instructions and expectations to peers or near-peers. Experience creating communications using different types of mediums.
- **Group Facilitation Skills:** Ability to develop engaging presentations and workshops for large and small groups.
- **Valid driver's license and reliable personal transportation**
 - Willing and able to drive a 12-passenger van
- An alumnus of the Colorado State University Bridge program

RESPONSIBILITIES

- **Develop Programming and Facilitate activities**
 - With support, develop and facilitate workshops on topics such as strategies for academic success, life skills, and accessing campus resources.
 - Develop activities and programming that foster an inclusive and supportive community.
- **Participate in team efforts**
 - Take an active role in supporting program efforts by engaging in team training, meetings, retreats, program planning.
 - Collaborate in planning special activities and events.
- **Assist students with CSU transition**
 - Serve as a mentor to students as they build an academic and social network.
 - Use peer-mentorship strategies to build ethical, healthy, and respectful relationships with students.
- **Student behavior and conduct**
 - Coach students through behaviors that may be contradictory to Bridge program rules and policies

- Elevate significant concerns of student behavior or well-being to the Summer Coordinator and Professional Staff.

Note: *If the Bridge program becomes an online program, components of the primary role will shift to meet program needs to reflect a virtual program. Group Leaders will be fostering an online community of mutual respect and inclusivity, through connecting with participants remotely.*

The responsibilities of an online summer program Group Leader include:

- *Program and facilitate virtual activities:* Create & facilitate activities for Bridge participants to promote academic success and create a supportive community through virtual platforms. This will include planning and facilitating weekly Small Group Meetings, staffing study sessions, sitting in on University Seminars, and participating in the weekly Big Group meetings. Recording student attendance in activities will be required to keep track of student engagement.
- *Participate in team efforts:* Actively support and engage in efforts of the summer programs through online training, staff meetings, program planning, and collaboration.
- *Assist students with transitions and create meaningful connections:* Mentor students through virtual learning activities and social connections. This will include weekly 1:1 virtual meetings with students and connecting them with any resources needed.
- *Observe student online behavior and conduct:* Coach students through online behavior guidelines, behavioral concerns, and program policies.

PAY & STARTING DATE:

This is a residential position with activity fees and room and board being remuneration for the first 20 hours worked during the 8-week residential program. Additional 20-30 hours a week during the 8-week residential program will be paid at \$13.50 an hour. Training will be paid at \$13.50/hour for all hours worked.

The Bridge program will start June 12th and run through August 8th (pending COVID Safety Protocols) and training is tentatively expected to take place between June 6th–10th. Time off on weekends and evenings is scheduled on a rotation basis with full Bridge staff. Bridge Staff intending to hold additional summer employment positions must notify the Coordinator of Educational Bridging Experiences or the Director of College Access first, as it may impact summer scheduling.

***If the program is online due to COVID-19, the residential room and board, meals, and activity fees do not apply.* For an online program, Bridge group leaders are expected to work 10-15 hours a week through the duration of the summer program, and not to exceed 30 hours a week. Group Leaders will be compensated at \$13.50/hr.

APPLICATION PROCESS:

Applications will be considered until positions are filled, however, to ensure full consideration, **complete the application by January 24, 2021**. Candidates selected for interviews will be notified by the week of **January 26, 2022**.

Applications and information are available at the Access Center website at <http://accesscenter.colostate.edu/>. Applications will be accepted and considered until all positions are filled. To ensure full consideration, a **complete application** and **current resume** must be submitted **online at <https://accesscenter.colostate.edu> by following the “Open Positions” tab.**

If you have questions about the position, please contact Angel Ruiz, Coordinator of Educational Bridging Experiences via email at angel.ruiz@colostate.edu, or Lucia Delgado, Director of College Access at lucia.delgado@colostate.edu

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