



**THE ACCESS CENTER
BRIDGE SCHOLARS PROGRAM COORDINATOR (summer only)
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 2022-2023 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.

**** 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.*

Specific duties of the Coordinator include:

- Provide supervision, academic support, and transitional programming to incoming first-year students in a residence hall environment.
- Assist with the training, supervision, and providing feedback to 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 guide 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 motivate and encourage 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.
- Plan and execute special activities and events by coordinating and delegating efforts
- Create professional communications to campus partners
- 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.

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. The Coordinator may also serve as a Group Leader and will be responsible for fostering an online community of mutual respect and inclusivity, through connecting with participants remotely. The Coordinator will*

also be responsible for coaching and supporting Group Leaders, planning program activities, and preparing the Bridge program to move to online delivery.

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 trainings, 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.
- *Supervise student online behavior and conduct:* Coach students through online behavior guidelines, behavioral concerns, and program policies.

The responsibilities of an online summer program Coordinator include:

- *Assist in supporting and coaching of Group Leaders:* This may include regular 1:1 check-in meetings with Group Leaders, offer assistance with disengaged or struggling participant, provide resources and ideas for creating engaging online meetings and activities.
- *Research and Plan Online Events and Activities:* This may include researching opportunities for participants to engage in service and leadership opportunities online (i.e. community service project, networking event, social activities)
- *Lead components of the Staff Meetings:* This may include facilitating community building activities for staff, asking for support or delegating tasks for projects, and provide feedback from Group Leader perspective.
- *Assist in Pre-Program Tasks:* This may include creating staff intro video, revise documents and forms, assist participants in getting registration ready.
- *Administrative Tasks:* This may include designing how data will be collected and reviewing that data for trends or situations that may need to be addressed. Creating professional agendas and communications to campus partners.

MINIMUM QUALIFICATIONS:

- Completed, at minimum, 3 years of undergraduate study in a post-secondary institution.
- Must be available for 8-week residential or virtual program including evenings and weekends
- Demonstrated experience with first generation students/communities
- Minimum cumulative GPA of 3.00
- Out-of-state & non-CSU graduate students are eligible to apply

PREFERRED QUALIFICATIONS:

- Graduate student studying Social Work, Student Affairs in Higher Education, or similar major.
- Experience working and supporting students in a residential hall environment.
- **Effective communication skills:** Ability to speak to large and small groups and communicate instructions and expectations to peers or near-peers. Experience creating professional communications and using computer programs. Ability to provide constructive feedback.
- **Group Facilitation Skills:** Ability to develop engaging presentations and workshops for large and small groups.
- Alumnus of the Colorado State University Bridge program
- Valid driver's license and reliable personal transportation

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 30-35 hours a week during the 8-week residential program will be paid at \$15 an hour. Training will be paid at \$15/hour for all hours worked.

The Bridge program will start June 12th and run through August 5th (pending COVID Safety Protocols) and training is tentatively expected to take place between June 6th–11th. 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, Summer Coordinators are expected to work 25-30 hours a week through the duration of the summer program, and not to exceed 40 hours a week. Summer Coordinators will be compensated at \$15/hr.

APPLICATION PROCESS:

Applications will be considered until positions are filled, however, to ensure full consideration, **complete application by January 24, 2022**. Candidates selected for interviews will be notified by 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 via email at angel.ruiz@colostate.edu or Lucia Delgado at lucia.delgado@colostate.edu .

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