



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

The Bridge Scholars Residential Coordinator provides supervision, academic support, and college transitional programming to a diverse group of incoming freshmen. The 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 introduction to University retention programs. Bridge Scholars are first-generation college students from limited socio-economic communities admitted to CSU for the 2024-2025 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 Residential 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.
- Lead components of staff meetings.
- 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 Assistant Director or Director. Enforce Bridge Program guidelines 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.
- Communicate and share with program staff relevant information concerning student and program issues and seek immediate assistance from Assistant Director or Director 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.

MINIMUM QUALIFICATIONS:

- Completed, at minimum, 3 years of undergraduate study in a post-secondary institution.
- Must be available for the entire 8-week residential program including many 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:

- **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
- Experience in supporting students in residential housing setting and knowledge of housing policies and procedures
- 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 \$18.50 an hour. Hours worked before the 8-week residential program starts will be paid at \$18.50/hours.

The Bridge Residential Coordinator is expected to start mid-May for coordinator-specific training and prepare for summer programming. The Bridge program will start June 9th and run through August 2nd and all-staff training is tentatively expected to take place between June 3rd – 7th. 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 Assistant Director or the Director of the Access Center first, as it may impact summer scheduling.

APPLICATION PROCESS:

Applications and information are available at the Access Center website at <http://accesscenter.colostate.edu/about-us/open-positions/> 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 the link above by February 14th by 11:59 pm.**

If you have questions about the position, please contact Angel Ruiz, Assistant Director of the Bridge Scholars Program via email at angel.ruiz@colostate.edu or Lucia Delgado, Director of the Access Center at lucia.delgado@colostate.edu

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