JOB DESCRIPTION / POSITION ANNOUNCEMENT

Bridge Scholars Program, RESIDENTIAL SUMMER PROGRAM COORDINATOR (2026 Summer Only)
The Access Center

POSITION OVERVIEW

Bridge Scholars are first-generation college students admitted to CSU for the 2026–2027 academic year. Bridge Scholars begin their first year during the summer prior to the fall semester and enroll in six University credits.

The Summer Residential Coordinator plays a vital leadership role in supporting the success of this diverse cohort of incoming first-year students by providing mentorship, academic encouragement, and comprehensive college transition programming. As a live-in staff member within a CSU residence hall, the Summer Residential Coordinator offers continuous academic support, fosters and helps build community, and supports students navigate and connect with essential University resources. In addition to direct student engagement, the coordinator provides leadership, guidance, and supervision to the Summer Group Leaders (student staff) serving as a mentor, role model, and primary point of support as they deliver programming and build community.

This position may be eligible for practicum, internship, field work, or capstone internship credit pending approval by your academic program. Out-of-state and non-CSU students are eligible to apply.

MINIMUM QUALIFICATIONS:

- At least 3 years of undergraduate coursework at a college or university
- Must be available for the entire 8-week residential program including many evenings and weekends
- Demonstrated experience with supporting first generation students/communities
- Minimum cumulative GPA of 3.00 while meeting satisfactory academic progress

PREFERRED QUALIFICATIONS:

- Completion of a bachelor's degree from an accredited college or university
- Ability to speak effectively to both large and small groups and clearly communicate instructions and expectations to staff
- Confidence in leading a team and providing constructive, timely feedback
- Familiarity with event planning and coordination
- General knowledge of university housing policies and procedures
- Ability to relate to and understand the first-generation college student experience
- Valid driver's license and access to reliable personal transportation
- Ability and willingness to drive 12-passenger vans
- Alumnus of the Colorado State University Bridge Program
- Demonstrated leadership experience

RESPONSIBILITIES

- **Student Support & Supervision**
    - Provide supervision, academic support, and transitional programming to incoming first-generation, first-year students in a residence hall environment.
    - Act always with full regard for each student's emotional and physical well-being.
    - Promote active and meaningful student participation.
    - Accommodate reasonable requests for extra assistance by students, within the constraints of program guidelines and scheduling.

- **Program Implementation & Event Coordinating**

- Assist in the planning and delivery of Bridge Program related activities, projects and special events.
- Plan and execute special activities and events through effective coordination and delegation.

- **Training, Supervision & Staff Development**
  - Assist with training and supervising group leaders, providing regular feedback to help them build skills, address challenges, and feel prepared and supported in their roles.
  - Contribute to creating a culture of mutual respect, support and inclusiveness among summer staff and student participants.
  - Lead designated components of staff meetings and training.

- **Residential Responsibilities**
  - Reside in the assigned residence hall with student participants, except during scheduled or approved absences.
  - Enforce Bridge Program guidelines and expectations (e.g., curfew, supervised study periods, behavior expectations), as well as residence hall and university policies to ensure appropriate student conduct.
  - Always maintain professional and ethical relationships and boundaries with staff and student participants, including during off-duty interactions.
  - Serve in a rotating duty role during designated weeknights and daytime hours, responding to student needs, addressing policy concerns, and supporting overall program and student safety.

- **Communication & Administrative Duties**
  - Communicate and share with program staff relevant information concerning student and program issues and seek immediate assistance from the Program Coordinator 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.
  - Create clear, professional communications for campus partners, including email updates, event invitations, program information, and follow-up messages that support collaboration and ensure consistent, accurate information sharing.
  - 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.

PAY & STARTING DATE:

This is a residential position. For the first 20 hours worked each week during the 8-week residential program, activity fees, room, and board are provided as remuneration. Additional hours beyond this (up to 30–35 hours per week) will be paid at a rate of $18–$22 per hour. Training and onboarding hours will be compensated at an hourly rate for all hours worked as housing will not be available until June 13th, 2026.

Residential Summer Program Coordinator Timeline

- **Coordinator Training & Onboarding:** Tentative start May 11th, ~10 hours/week
- **All Staff Training:** Tentatively June 1–12th
- **Bridge Program:** June 14th – August 7th

Schedule & Additional Employment:

Time off on weekends and evenings is scheduled on a rotation basis. Coordinators intending to hold other summer employment or take classes must notify the Director, as it may affect scheduling.

APPLICATION PROCESS:

Applications will be considered until positions are filled; however, to ensure full consideration, **complete application by February 2nd by 11:59 pm.**

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, Director of the Bridge Scholars Program via email at angel.ruiz@colostate.edu.

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