



Summer Bridge Community Specialist Job Description 2017

The APEX Scholars Program

APEX Scholars is an alternative admissions program created to help students transition to Wayne State University. The program is based on the philosophy that students who are motivated and committed to invest the time; can succeed academically when provided with individualized support services.

The Summer Bridge Program

The Summer Bridge Program serves a diverse community of entering undergraduates in a comprehensive eight-week academic residential program. It introduces students to the structure and rigor of the research university, provides them with opportunities to foster meaningful academic and social connections with peers, staff, and faculty, and challenges them to take ownership of their academic journeys. Scholars enroll in two courses in addition to a Learning Strategies Workshop, and are each assigned an Academic Advisor and Peer Advisor to ensure successful transition from high school to Wayne State.

The Summer Bridge Community Specialist Position

The Summer Bridge Community Specialist (CS) is responsible for developing and maintaining an atmosphere that meets the goals of the Summer Bridge program and promotes a sense of community through excellence in academic integration and personal development opportunities for students. The Community Specialist's role is diverse and encompasses programming, student leadership, advising, administrative and staff responsibilities, and as such, requires strong leadership skills, dependability and a sincere interest in the mission of the APEX Scholars Program. The responsibilities listed will be carried out under the supervision of the Coordinator for Instructional Support.

Essential Duties

- Live in the University Residence Halls with entering college freshmen participating in the APEX Summer Bridge Program.
- The period of employment for this live-in position commences on Monday, June 19, 2017 and ends in the afternoon on the date of the closing of the residence halls Friday, August 18, 2017.
- Supervise evening study halls and evening floor checks.
- Serve as a resource to Summer Bridge Peer Advisors (PA) in their development and implementation of educational, cultural, recreational, and social programs.
- Provide guidance and supervision in planning and overseeing all programming efforts that are led by the PAs.
- Attend and facilitate all summer bridge programs under the supervision of the Coordinator for Instructional Support (CIS).
- Maintain updated bulletin boards.
- Support and help publicize campus-wide academic support services, including tutoring, advising, courses and faculty involvement programs.

Staff & Administrative Responsibilities

- Attend, participate, and assist in all staff training programs.
- Attend weekly staff meetings to receive feedback and plan for future programs. Time commitments for these meetings vary.
- Work with the CIS to implement staff development and staff recognition activities.
- Participate in all opening and closing preparation and responsibilities.

- Complete administrative tasks in a timely and efficient manner.
- Other duties as assigned.

Student Development & Community Development Responsibilities

- Encourage the personal, social, and academic development of students by being a positive role model for personal behavior and academic pursuits.
- Respond to and document student behavior that is inappropriate and/or in violation of campus policies and procedures
- Relate student concerns (i.e. policies, procedures, dining, and maintenance) to the appropriate units of Residential and Student Services programs and summer bridge campus partners.

Minimum Qualifications:

- Bachelor's degree. Recent graduates (2016) are eligible to apply.
- Must be a responsible individual with good interpersonal skills who enjoys working with college students from diverse economic, social, and cultural backgrounds.
- Positive attitude, dependable and self-motivated.
- Successful completion of a criminal background check.
- Excellent leadership, team building, organizational and interpersonal skills required.

Preferred:

- Prior live-in residential hall, summer bridge, tutoring and/or peer mentoring experience preferred.
- Experience with summer bridge programs.
- Preferred area of study in Education, Social Work and Psychology.
- Taking university coursework during the summer program requires prior approval.

Hours

These hours are NOT confirmed, this is a tentative weekly outline

Sunday: Report time is 5pm at the residence hall.

Monday – Thursday "Typical work day"

- 7:30-8:30 - breakfast check in (rotating schedule)
- 12-2 - lunch and res hall monitor (rotating schedule)
- 5-6 dinner monitor (rotating schedule)
- 6-8 study hall monitor (all)
- 8-10 res hall monitor (rotating schedule)
- 10-12 am res hall monitor (all)
- Students checkout on Thursday evenings

Friday: Professional Development Day (time TBA)

Saturday: OFF

Compensation

- Stipend of \$3,000
- Room and Board (all meals are included)

How to Apply

Send the following documents to bq8233@wayne.edu:

- Resume
- Cover Letter
- Unofficial transcript
- Three references