

Job Title: Vanderbilt Summer Academy (VSA) Area Coordinator**Location: Nashville, TN****Type: Residential****About Vanderbilt Summer Academy:**

Housed within Programs for Talented Youth (PTY), a department within Peabody College, Vanderbilt Summer Academy (VSA) hosts around 500 academically gifted middle and high school students throughout 1, 2 or 3 week residential summer programs. VSA students join us from around the world to immerse themselves in academically accelerated coursework and a full pre-college residential experience.

Job Description:

A VSA Area Coordinator serves as an in-residence leader and supervisor during Vanderbilt Summer Academy, a residential program on Vanderbilt University's campus that serves middle and high school advanced students. At VSA, residential small groups of middle and high school students grades 7-12, are led by proctors. Each proctor is responsible for activities, check ins, and first line support of students.

An Area Coordinator (AC) serves as "a proctor for the proctors" by providing support and supervision to proctors and serve as the bridge between proctors and the leadership team. Reporting to the Head of Residential Staff, Area Coordinators reside in the residential hall with VSA students and staff. This is a residential position that requires flexible weekend hours on Check-in/Check-out Days and during the 3 weekends of program operation. The standard daily shift is 2:00PM-11:30PM with breaks. 45-55 hours per week is typical, including weekend shifts.

Perks:

Your summer includes:

- Making a difference through investing in the lives of advanced middle and high school students.
- Working on the campus of a nationally-known institution.
- Adding a unique experience to your resume.
- Joining a team of dedicated staff who are passionate about developing talent in gifted students.
- Competitive compensation with most meals, provided while in session, and private room in residence hall included.

Expectations:

Within their wide array of duties and responsibilities, VSA Area Coordinators are expected to:

- Supervise VSA Proctors in all aspects of their roles.
- Grow and maintain Residential Proctor morale and performance through routine group and 1:1 meetings and conversations.
- Ensure the quality and effectiveness of nightly proctor meetings as well as filling in to lead these meetings as needed.
- Possess strong organizational and communication skills along with proven problem-solving abilities.

- Handle unexpected student issues, including but not limited to: student illness, violations of stated community code of conduct, student support and encouragement, and the like.
- Be highly mature and able to assist with the management of a residential community of a summer academic program for teens.
- Brainstorm, with proctors, ideas for working with students who may be struggling academically, socially, emotionally, physically, or otherwise, referring to the leadership team as needed.
- Meet regularly with the leadership team and provide information and ideas for maintaining a positive and healthy community of students and staff.
- Engage willingly as a team player with humor, enthusiasm and a compassionate understanding of middle and high school academically advanced students as well as the proctors and other staff members who support them.
- Enthusiastically adapt and pivot as needed to ensure optimal, engaging, and safe student experiences.
- Assume other program related responsibilities as assigned by administrative staff.

Qualifications:

The ideal candidate will:

- Have extensive residential life and/or summer program experience at the secondary school or college level. (Candidates both internal and external to Vanderbilt are welcome to express interest.)
- Have extensive leadership and/or team building experience.
- Possess at least a bachelor's degree.
- Be able to live in the summer residence hall with VSA students and proctor staff.
- Be present and available throughout VSA. (Academic classes, part-time jobs, and scheduled recreational commitments are not permitted during employment.)
- Work closely with other team members to accomplish program goals and address problems in a timely and effective manner.
- Uphold all expectations for proctor roles and responsibilities.
- Exemplify VSA's purpose, identify and communicate the cornerstones of a respectful residential and academic community and serve as a role model for all staff and students.
- Uphold and enforce all federal, state, University, and program policies as outlined in staff and student handbooks and other referenced materials.
- Thrive in a fast-paced, demanding work environment that requires continuing flexibility, a positive and caring attitude, and collaboration.

Program Dates and Times:

- Online Training
- Onsite Training: TBA*
- 3 Sessions operating June-July
 - Session I: June 7-12
 - Session II: June 14-26
 - Session III: July 6-25
- The standard daily shift is 2:00PM-11:30PM with breaks. 45-55 hours per week is typical, including weekend shifts.

More Information: [Vanderbilt Summer Academy](#)

Questions: Mark Shivers, mark.m.shivers@vanderbilt.edu

To Express Interest: [Click here to express interest](#) -
(<https://redcap.vanderbilt.edu/surveys/?s=WF9YFNRNDT>)