

**Job Title: Vanderbilt Summer Academy (VSA) Assistant Head of Academics: Logistics**

**Location: Nashville, TN**

**Type: Non-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:**

Reporting to the PTY Director of Academics and the VSA Director, the Assistant Head of Academics (AHOA) supervises Teaching Assistants and ensures optimized logistics implementation to ensure exceptional student experiences within the academic components of the program. The AHOA is responsible for a variety of pre-program and in-program objectives including but not limited to: academic material ordering, communication with Teaching Assistants concerning schedules and policy compliance, scheduling and distribution of PTY technology to classrooms, scheduling of parent-instructor conferences and managing academic field trips. This is a non-residential position that requires flexible weekend hours on Check-in/Check-out Days and during the 3 weekends of program operation. The standard shift is 7:30AM to 4:15PM Monday-Friday with some weekend work required.

**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, the Assistant Head of Academics is expected to:

- Serve as a role model for all student participants and colleagues.
- Implement efficient operations and workflow strategies in a rapidly changing and fast-paced residential program.
- Maintain a vibrant VSA academic office that serves as the central hub for scheduling, record keeping, documentation of confidential information and program logistics for the academic side of the program.
- Liaise between academic and residential life through facilitating effective communication across multiple program areas.
- Uphold and exemplify community values, regulations, and expectations.

- Enthusiastically adapt and pivot as needed to ensure optimal, engaging, and safe student experiences.
- Assist with various administrative duties and processes to ensure smooth operations.
- Assist with compliance related protocol and issues.

**Qualifications:**

The ideal candidate will:

- Possess a bachelor's degrees, be a graduate student or a professional. A teaching or education background is preferred. (Candidates both internal and external to Vanderbilt are welcome to express interest.)
- Demonstrate exceptional maturity and character.
- Have experience communicating with parents or key stakeholders of an organization.
- Embody a strong team player ethic and sense of humor.
- Be able to successfully and positively communicate with individuals of all ages, experiences, and roles.
- 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 shift is 7:30AM to 4:15PM Monday-Friday with some weekend work required.

**More Information:** [Vanderbilt Summer Academy](#)

**Questions:** Mark Shivers, [mark.m.shivers@vanderbilt.edu](mailto:mark.m.shivers@vanderbilt.edu)

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