

Job Title: Vanderbilt Summer Academy (VSA) Summer Assistant Head of Operations: Night Lead

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:

The VSA Assistant Head of Operations reports to the Head of Operations and operates as the Night Lead in the VSA Office. The VSA Assistant Head of Operations supports the Head of Operations in managing the VSA Summer Office which serves as the central hub for all internal and external program communication, inventory management, student medication processes, procedures and transportation scheduling. Serving as the initial point of contact for parent concerns and questions during the evening shift, the Assistant Head of Operations will demonstrate elite customer service leading to efficient response and resolution metrics. 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 4pm-11pm.

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 VSA Assistant Head of Operations is expected to:

- Possess strong organizational and communication skills along with proven problem-solving abilities.
- Be ready to implement operations and workflow strategies in a rapidly changing and fast-paced residential program.
- Supervise and lead a vibrant VSA office during the evening shift that serves as the central hub for scheduling, record keeping, documentation of confidential information and program logistics.
- Be highly mature and able to assist with the management of a residential community of a summer academic program for teens.

- Engage willingly as a team player with humor, enthusiasm and a compassionate understanding of middle and high school students.
- Enthusiastically adapt and pivot as needed to ensure optimal, engaging, and safe student experiences.

Qualifications:

The ideal candidate will:

- Candidate must hold a Bachelor's degree. (Candidates both internal and external to Vanderbilt are welcome to express interest.)
- Have experience in a complex office setting or in a setting requiring diverse logistics implementation.
- Be present and available throughout VSA. (Academic classes, part-time jobs, and scheduled recreational commitments are strongly discouraged during employment.)
- Serve as support, guide, and resource to program assistants in all aspects of their multifaceted roles.
- 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 program and University rules as outlined in staff and student handbooks.
- 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 4pm-11pm 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=WF9YPFRNDT>)