

**Job Title: Vanderbilt Summer Academy (VSA) Summer Assistant Head of Residential Staff:  
Residential Staff Scheduler**

**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 Residential Staff is responsible for the daily scheduling of an estimated 35-40 residential staff during program operation. Reporting to the VSA Head of Residential Staff, the Assistant Head schedules all residential staff to ensure compliance with Vanderbilt University, Vanderbilt Protection of Minors, Programs for Talented Youth and the State of Tennessee policies. This staff-facing (This role has limited interaction with students) position is a detailed oriented role that requires the majority of the work day utilizing internal scheduling and communication software. 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 daily shift is 12:30pm-7:30pm.

**Perks:**

Your summer includes:

- Making a difference through investing in the lives of gifted young scholars.
- Working at one of the most prestigious universities in the nation.
- Loving what you do while building your resume with leadership experience.
- Joining a team of dedicated staff who are passionate about developing talent in gifted students.
- Competitive compensation with meals during scheduled shifts.

**Expectations:**

Within their wide array of duties and responsibilities, the VSA Head of Resident Staff is expected to:

- Create complex daily staff schedules that ensure policy compliance, budget optimization and staff morale.
- Possess strong organizational and communication skills along with proven problem-solving abilities.
- Be highly mature and able to communicate effectively with undergraduate, graduate and professional staff.
- 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:

- Have residential life, summer camp or school leadership experience at the secondary school or college level. (Candidates both internal and external to Vanderbilt are welcome to express interest.)
- Have experience creating and adjusting complex schedules.
- Possess a bachelor's degree.
- Be present and available throughout VSA. (Academic classes, part-time jobs, and scheduled recreational commitments are not recommended during employment.)
- Work closely with other leadership team members to accomplish program goals and address problems in a timely manner.
- Uphold all expectations for VSA staff 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 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 typical daily shift is 12:30pm-7:30pm and includes weekend shifts.

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

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

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