

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

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:

The Vanderbilt Head of Residential Staff serves as supervisor for residential staff as well as ensures quality of all residential programming. Residing in the residential hall with VSA students and staff and reporting to the VSA Director, the Head of Residential Staff oversees hall policies and procedures to ensure efficiency, compliance and safety. The Head of Residential Staff will directly supervise the Assistant Head of Residential Staff and Area Coordinators as well as oversee and support all Residential Proctors. In coordination with the Head of Student Support, the Head of Residential Staff will respond to student needs and promote the social, emotional and physical health of students. 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 weekly is typical.

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 and private room in residence hall included.

Expectations:

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

- Evaluate, coach and supervise VSA Area Coordinators and Proctors.
- Grow and maintain residential staff morale and performance through routine group and 1:1 meetings and conversations.
- Possess strong organizational and communication skills along with proven problem-solving abilities.
- Handle unexpected student issues, including but not limited to: student illness, behavior, violations of stated community code of conduct, etc.
- 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. (Students both internal and external to Vanderbilt are welcome to express interest.)
- Have school leadership, residential life leadership and/or summer camp leadership experience at the secondary school or college level.
- 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 leadership team members to accomplish program goals and address problems in a timely manner.
- Help supervise and participate in a staff training week.
- Uphold all expectations for VSA staff roles and responsibilities.
- Serve as support, guide, and resource to area coordinators and proctors in all aspects of their multi-faceted 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

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) -
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