

**Job Title: Vanderbilt Summer Academy (VSA) Summer Residential Proctor**

**Location: Nashville, TN**

**Type: Residential**

**About Vanderbilt Summer Academy:**

Housed within the Programs for Talented Youth (PTY) Department, the 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:**

During each of the 1, 2 and 3 week sessions, a Proctor serves as in-residence counselor and leader for a group of 8-12 middle through high school students during Vanderbilt Summer Academy, a residential program on Vanderbilt campus that serves gifted students. Through leading creative and meaningful evening activities, facilitating daily team-building and intentionally building community, Proctors are critical to enhancing the academic and social experience for 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 3:00PM-11:30PM with breaks. 42-52 hours weekly is typical. Flexibility is essential in this position.

**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.
- 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, VSA Proctors are expected to:

- Lead, supervise, continually check-in and support a group of 8-12 students during each session.
- Be a role model for all student participants and colleagues.
- Uphold and exemplify community values, regulations, and expectations.
- Curate a safe, cordial, and supportive residential community for all students and staff.
- Co-create and implement age-appropriate and unforgettable recreational activities.
- Enthusiastically adapt and pivot as needed to ensure optimal, engaging, and safe student experiences.
- Collaborate with other Proctors to ensure a positive community culture.
- Remain in frequent communication with the leadership team regarding student well being and engagement.
- Assist with various administrative duties and processes to ensure smooth operations.

**Qualifications:**

The ideal candidate will:

- Be a current undergraduate or graduate student. (Students both internal and external to Vanderbilt are welcome to express interest.)
- Demonstrate exceptional maturity and character.
- Have experience working with teenagers in a youth development setting. (Residential life/camp counseling experience a plus.)
- 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: May 28- June 5
- 3 Sessions operating June-July
  - Session I: June 7-12
  - Session II: June 14-26
  - Session III: July 7-26
- Break Week: July 1-5

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

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

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