

**Job Title: Vanderbilt Summer Academy (VSA) Summer Program Assistant****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 Program Assistant (PA) position is a pivotal position within the VSA summer office staff, responsible for managing a variety of tasks essential to VSA operations. The work of the PA ensures that day-to-day operations run smoothly for all VSA parties, including residential life programming, academic and classroom requests, parent questions and concerns, and student needs. PAs report to the VSA Head of Operations.

Individual tasks and assignments will vary according to strengths, schedules, and interests of each PA, but general responsibilities include establishing a friendly and professional point of contact in the VSA office, directing calls, managing medication procedures, monitoring supply and equipment inventory, and assisting with all Check-in/Check-out procedures.

Additionally, the Program Assistant serves as a mature presence to VSA students and staff in the VSA Office. Program Assistants will work closely with each other and all members of residential life to form a team of individuals dedicated to fostering a safe and supportive residential community that prioritizes student wellbeing. This is a non-residential position.. VSA Program Assistants generally work 6 hour shifts (M-F) that could be scheduled for morning, afternoon or evening. Check-in/Check-out Days as well as weekend hours may include extended shifts.

**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 included.

**Expectations:**

Within their wide array of duties and responsibilities, VSA Program Assistants are expected to:

- Be 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 office that serves as the central hub for scheduling, record keeping, documentation of confidential information and program logistics.
- 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.

**Qualifications:**

The ideal candidate will:

- Possess a bachelor's degree, be a current graduate student, or a professional. (Students both internal and external to Vanderbilt are welcome to express interest)
- Demonstrate exceptional maturity and character.
- Have experience working within an office or customer service intensive role.
- 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

\*dates subject to change

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

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

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