

**Job Title: Vanderbilt Summer Academy (VSA) Summer Student Support Assistant**

**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:**

Reporting to the Head of Student Support, a Vanderbilt Student Support Assistant works to support the overall social and emotional health of VSA students. One of the SSA's major responsibilities is to accompany VSA students for any needed clinic or hospital visits. This involves detailed record keeping, communication with parents and VSA leadership as well as a flexibility of work schedules. Living in the residence halls, SSA's also work to promote positive VSA values through community building initiatives and activities. 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. Flexibility of hours is essential for 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 Student Support Assistants are expected to:

- 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.
- Enthusiastically adapt and pivot as needed to ensure optimal, engaging, and safe student experiences.
- Collaborate with other team members 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: 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](mailto:mark.m.shivers@vanderbilt.edu)

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