

**Job Title:** Pre-College Residential Coordinator

**Location:** Main Campus.

**Position Summary:**

The Pre-College Residential Coordinator is a temporary, nine-week position that supports the Office of Summer and Pre-College Programs' residential programs for students in grades 10-12 on Temple University's Main Campus. The Pre-College Residential Coordinator assists with the management of program schedules and logistics for all summer programs, including room reservations, move-in and move-out procedures, technology access for students, and residential student life.

For the first four weeks of the appointment (June 3-June 28, 2024), the position will be part-time (20 hours per week). During these three weeks, the Pre-College Residential Coordinator will finalize scheduling and logistics for residential pre-college programs, communicate with students and parents, assist in pre-college mentor (undergraduate student worker) training, and prepare for four program start dates and move-ins during the five-week program period.

For the next five weeks of the appointment (July 1-August 2, 2024), the position will be full-time (40+ hours per week, including evenings and weekends). During this time, the position will oversee pick-up and drop-off of non-residential students, communicate with students and parents for upcoming programs, and assist in the day-to-day supervision of a team of undergraduate student workers ("Pre-College Mentors"). Additionally, the Pre-College Residential Coordinator will be the most senior person on campus during evenings and weekends, and thus will be first in a line of escalation for issues related to residential student conduct, health, and campus housing. **During these five weeks, housing will be provided for the Pre-College Residential Coordinator in a campus residence hall (single-accommodation room). Living on campus during these five weeks is required.**

**Essential Functions of Position**

Duties include but are not limited to:

- Assist in coordinating the completion of required student documents prior to program start (waivers, releases, roommate preference surveys, OwlCard photos, etc.).
- Plan and execute move-in and move-out events on the following dates: July 7, July 19, July 21, and August 2.
- Assist in the management of daily operations, including but not limited to daily attendance in classes and activities and ensuring that residential and non-residential students are safe and accounted for.
- Assist in the supervision of a team of undergraduate student workers (pre-college mentors).
- Work with the team to ensure a fun and safe residential experience for all students.
- Serve as the initial contact for student conduct, health, residential life, and other concerns for pre-college programs and escalate to program staff as needed.
- Assist in evening and weekend on-call coverage as needed during evenings and weekends for the duration of residential summer programs (July 7-August 2).

Other Duties and Responsibilities:

- Assist with providing activity support as needed.
- Assist with coordinating technology access for students in pre-college programs (AccessNet, Canvas, etc.).
- Assist with the coordination of field trip logistics.
- Ensure all student workers and residential students understand and comply with pre-college program policies.

**Desired Experience:**

Bachelor's degree or equivalent experience. Master's degree or master's degree in progress in higher education, student affairs, secondary education, counseling, events management, or related field preferred. 2+ years of professional experience in residential life or student housing, summer camp management, teaching, event planning, or related field strongly preferred.

**Required Skills and Abilities:**

- Demonstrated ability to interact positively with high school students.
- Demonstrated verbal and written communication skills along with the ability to effectively interact with a diverse group of individuals.
- Demonstrated ability to work with multiple stakeholders, with strong attention to detail.
- Strong sense of judgment and ability to creatively problem-solve.
- Strong leadership and supervisory skills.
- Ability to work in a challenging and fast paced, collaborative environment.
- Demonstrated project management skills and ability to collaborate, multi-task, and prioritize.
- Ability to work nights and/or weekends.
- Ability to pass a state and federal criminal background check and obtain child abuse clearances.

**Compensation:** \$20 per hour. Housing and meals are also provided during the five residential weeks.

**To Apply:** Send an email with a cover letter and resume to Marcello Cioffi, Coordinator of Summer & Pre-College Programs, at [marcello.cioffi@temple.edu](mailto:marcello.cioffi@temple.edu).