Summer Scholars Academy Coordinator Position

The Interim Associate Vice Chancellor for Undergraduate Education / Office of Undergraduate Education is currently seeking a faculty member to serve in the role of Summer Scholars Academy Coordinator, working closely with CASA to administer a summer for-credit program (formerly known as Summer Bridge). This position is open to faculty only and is an internal position beginning in March and ending in August. Please view posting for further details. Please contact Dr. Tarah Sweeting-Trotter (tswee03s@uis.edu) with questions. The deadline to apply is March 11, 2022.

This position’s primary function is to coordinate and lead staff, curriculum, and operations for the Summer Scholars Academy. The position reports to the Director of CASA, the AVCUE, and the Provost. This position will include the following duties:

- Work closely with marketing and CASA to develop, design, and implement a broad marketing plan intended to drive Academy enrollment in conjunction with recruiting for fall and successful completion of orientations (first-year, transfer, etc.) (5%)
- Advertise for, hire, and train Peer Mentor staff via Career Connect (5%)
- Train and supervise Academy Peer Mentors (10%)
- Hire and coordinate Academy faculty in consultation with academic departments (10%)
- Coordinate Academy curriculum in consultation with faculty, departments, and advisors, creating and implementing a curriculum that meets both developmental and non-developmental needs for students at various points of matriculation (10%)
- Work closely with CASA staff to coordinate and implement all non-course programming events including on-campus programming during the summer, return-to-campus programming in the fall and matriculation programming in subsequent semesters (ceremonies for rising students between semesters) (10%)
- Work with Residence Life to coordinate summer residence, charges, Resident Director oversight, etc. (5%)
- Coordinate all meals (in consultation with campus food services), ensuring students have access to food emporium and off-campus meals when emporium is closed (evening meals) (10%)
- Work with CASA staff to make sure supplies are purchased, prepared, utilized through Academy (i.e. water, snacks, notebooks, t-shirt giveaways, etc.) (10%)
- Prepare a complete assessment plan and an assessment report following the completion of Summer Academy (this will require ongoing assessment as students matriculate to track success, retention, attrition, etc.), and collaborate with CASA staff to present, share and possibly seek opportunities for publication (25%)

Required qualifications and minimum education and work experience include:

- Faculty status (Assistant, Associate, tenure, non-tenure track)
- Professional work experience in academic advising or academic support services;
- Some knowledge of best practices in retention and student support services;
• Ability to relate well to a diverse population of faculty, staff, students, and parents, including underserved populations and first-generation students and parents;
• Ability to communicate with faculty about academic issues.
• Excellent oral and written communication skills with an appropriate understanding of the needs of the audience and appropriate professionalism;
• Demonstrated skills in teamwork and collaboration across campus units;
• Ability to understand and navigate interactions between academic programs and student support services, including experience with referring students to appropriate services and communicating with services to prepare plans for student success;
• Demonstrated student-focused interpersonal skills, including listening, interviewing, and navigating difficult dialogues with students related to academic or personal problems;
• Demonstrated ability to work reliably and independently, with minimal supervision, in the scheduling and delivery of student services and in the leadership and management of multiple, time-sensitive projects.
• Interest and experience in research, data collection, data organization, including the potential for publication of project results.

Preference will be given to applicants who have the following:

• Experience with teaching and presentation skills in academic success courses.
• Experience working with first-generation student population in higher education setting.
• Experience working with retention software.

Please submit CV/resume and letter of interest to Dr. Tarah Sweeting-Trotter at tswee03s@uis.edu.

Deadline to apply is March 11, 2022.