

# Stanford | Summer Academic Resource Center

**PROGRAM COORDINATOR  
SUMMER ACADEMIC RESOURCE CENTER  
STANFORD SUMMER SESSION  
1 POSITION**

**Summer Academic Resource Center Overview:** The Summer Academic Resource Center (SARC) is home to the two academic support programs offered to students enrolled in Summer Quarter—the Summer Tutor Program and Academic Advising. SARC serves all summer students: Stanford matriculated students, visiting students from other universities, and high-achieving high school students from around the world enrolled as visiting undergraduate students. The Summer Tutor Program hires ~20 tutors in a wide range of subject areas, providing group and individual tutoring and academic support programming. Academic Advisors advise visiting students on appropriate classes, assisting them with the add/drop and petition processes and working with tutors, residential staff, Summer Session personnel, High School Summer College staff, and other University offices as needed to ensure the academic success of students.

**Life at Stanford:** Stanford's campus is bounded by the city of Palo Alto and the foothills of the Santa Cruz Mountains. These mountains, which separate San Francisco Bay from the Pacific Ocean, shelter the campus so that summer weather is warm but not humid during the day and cool at night. Stanford is also well outside the San Francisco fog belt and almost never experiences rain in the summer. Stanford's beautiful and distinctive architecture—arched passageways and intimate courtyards—provides shaded rest and work areas. The awe inspiring redwood forests are just north of the Golden Gate Bridge, while the dramatic cliffs and white sands of the Pacific beaches are a short drive west through the Santa Cruz Mountains. The Program Coordinator of the Summer Tutor Program will have access to the extensive exercise facilities that span Stanford's 8,000-acre campus.

**Position description:** The Program Coordinator provides administrative and program support to SARC leadership and staff. S/he is supervised by the SARC Tutor Manager and works with the other members of the SARC team to ensure that the academic needs of the Stanford summer population are met. This person must be detail-oriented and comfortable organizing information, data, and schedules. The Program Coordinator must be an exceptional administrator, ready to support the academic success of nearly 1500 students.

**Essential Functions:**

*Role Model and Leadership.* As leaders of the SARC are highly visible within the Summer Quarter community, the Program Coordinator is expected to conduct themselves professionally at all times. The Program Coordinator should welcome and encourage openness to differences of race, class, gender, religion, sexual orientation, and nationality.

*Training and Orientation.* In addition to attending and actively participating in training, the Program Coordinator assists in the design and implementation of Tutor training and orientation. A portion of this training is conducted in collaboration with Stanford VPTL.

*Marketing and Communication.* The Program Coordinator is responsible for marketing SARC resources, review sessions, and workshops. This effort includes flyers, emails, weekly newsletters, and maintenance of a SARC web presence. The PC serves as the initial contact person for SARC inquiries.

*Scheduling and Space Reservations.* The Program Coordinator is responsible for pairing Tutors and students based on initial inquiries, and maintaining the Tutoring calendar/schedule. They also ensure there is adequate tutoring space reserved and communicate location details to students and Tutors.

*Academic Support Board.* Along with the other members of the SARC leadership team, the Program Coordinator serves on the Academic Support Board. This Board is comprised of the SARC leadership, academic advisors, Summer Session and Summer College House Directors, and Summer Session professional staff members. Meeting bi-weekly during the summer, the Board aims to address academic support issues and streamline the transmission of important academic related information.

*Data Collection and Assessment.* The Program Coordinator assists the Tutor Manager with assessment efforts and program recommendations as needed. The Program Coordinator is responsible for developing and conducting a mid-term self-assessment for the Tutors.

*Program Development.* The Program Coordinator assists the Tutor Managers and Tutors with the administration of academic support programming. These programs can take the form of skill specific workshops such as essay writing or subject specific review sessions for midterms or final exams.

*Staff and Administrative Duties.* The Program Coordinator will participate in weekly SARC staff meetings, SARC leadership meetings, and other meetings as assigned. In addition, the Program Coordinator will complete required paperwork, forms, and a final continuity document.

**Terms of Employment:**

*Program Dates.* The Program Coordinator contract will run from June 12<sup>th</sup>, 2016 through August 23<sup>rd</sup>, 2016. Applicants with academic year or professional obligations that begin prior to August 23<sup>rd</sup> should state the date they would need to leave Stanford in their application.

*Outside obligations.* The Program Coordinator is designed to be a 30-hour per week, non-exempt position. Outside obligations are permitted with the approval of the Assistant Director of High School Summer College.

*Conduct and Policy Enforcement.* The Program Coordinator will adhere to, administer, and enforce policies and procedures as outlined in the Fundamental Standard, Behavioral Agreement, Honor Code, Alcohol/Substance Abuse Policy, all other applicable University and Pre-Collegiate policies. The Program Coordinator must be willing to address, document, and handle disciplinary situations and serve in a position of authority in the Summer Quarter community.

*Training and Welcome Weekend.* The Program Coordinator is required to attend and actively participate in all staff training sessions for SARC held two weeks prior to the start of the Summer Quarter (June 12<sup>th</sup> – June 23<sup>rd</sup>), and to represent the SARC during Welcome Weekend events (June 24<sup>th</sup>-25<sup>th</sup>).

*Background Check.* The Program Coordinator must successfully complete a background check before Summer Quarter begins.

**Minimum Qualifications:** Advanced undergraduate coursework. Related experience.

**Preferred Qualifications:** Stanford Summer Academic Resource Center seeks a Program Coordinator who is enthusiastic about the many opportunities for cultural and educational programs during the summer

term. Preference will be given to applicants who have a graduate degree in hand or are working toward one. Ideal candidate will have two years of related experience working in Academic Support and/or Undergraduate education.

**Compensation:** The compensation package for this position is \$18/per hour with an expected 30-hours per week.

**Application Process:** Email cover letter, resume/CV, and three professional references to [nberkin@stanford.edu](mailto:nberkin@stanford.edu) with the subject heading "Application: Program Coordinator, SARC," by April 1<sup>st</sup>, 2017. Qualified applicants will be invited to interview for the position.

**Questions?:** Contact Nicole Berkin, Assistant Director for Admissions and Academic Support, Stanford Summer Session, [nberkin@stanford.edu](mailto:nberkin@stanford.edu)