

Stanford | Summer Academic Summer Session | Resource Center

Position

PROGRAM COORDINATOR FOR SUMMER ACADEMIC RESOURCE CENTER
(1 POSITION)

Description

SUMMER ACADEMIC RESOURCE CENTER OVERVIEW

The Summer Academic Resource Center (SARC) is home to the two academic support programs offered to students enrolled in the 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 around 20 tutors in a wide-range of subject areas, providing drop-in 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, and other University offices as needed to support the academic success of students.

POSITION OVERVIEW

The Program Coordinator provides administrative and program support to SARC leadership and staff. They are supervised by the SARC Tutor Manager and work with 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 1,500 students.

ESSENTIAL FUNCTIONS

Role Model and Leadership. As leaders of the SARC are highly visible within the Stanford Summer Session 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 tutoring 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, 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 11 through August 22, 2018. Applicants with academic year or professional obligations that begin prior to August 22 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 Summer Session.

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 Summer Session policies. The Program Coordinator must be willing to address, document, and handle disciplinary situations and serve in a position of authority in the Stanford Summer Session 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, and to represent the SARC during Welcome Weekend events (June 23–June 24).

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

MINIMUM QUALIFICATIONS

Advanced undergraduate coursework. Related experience.

PREFERRED QUALIFICATIONS

The 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 advanced undergraduates or applicants who are working toward a graduate degree. Ideal candidate will have two years of related experience working in program administration.

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 with the subject heading “Application: SARC Program Coordinator” by April 20, 2018. 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.