JOB ANNOUNCEMENT

University of Connecticut
Center for Academic Programs
High School Initiatives

SUMMER HALL COORDINATORS

We are accepting applications for Summer Hall Coordinators to work with high school students participating in the UConn College Access & Preparation Program (UCAP) and the UConn Rising Scholars Program (URS). To learn more about these programs please check: https://cap.uconn.eduhsi/

Brief Position Description:
Hall Coordinators must make a commitment from mid-June to the end of July—specific dates will be discussed. Hall Coordinators work very closely with the permanent program staff to manage all daily operations in the residence halls. Hall Coordinators supervise tutor/counselors and students in the program; enforce rules and regulations. Additional duties include coordination of student events, staff meetings, field trips, and extracurricular activities. The Hall Coordinator position is very active and intensive. The position requires a high level of organization, an ability to work effectively with others, and involves being available 24 hours a day throughout the duration of the summer program. Some weekend stays are required depending on the program. This is a temporary position and does not include benefits.

*Minimum Qualifications:
• Be an upper level undergraduate student or a recent graduate.
• Some experience as a Residential Assistant or in related overnight programs.
• Excellent interpersonal and communication skills
• Experience working with teenagers, community organizations, and/or academic programs
• The ability to demonstrate maturity, good judgment, patience, and commitment to providing educational opportunities to students from diverse backgrounds.
• Commitment to providing a safe, supportive, and fun environment for students and staff to perform at their best.

*Applicants that meet only the minimum qualifications might be considered for Assistant Hall Coordinator positions.

Preferred Qualifications:
• Master’s degree or graduate student status.
• Experience as an Assistant or Hall Director/Coordinator in Residential Life, camps, or in other related overnight programs.
• Supervisory experience.
• Knowledge of UConn’s residential policies.
• Administrative and organizational skills.
• Some experience working with students or youth that have experienced trauma, depression or other mental health illnesses.

To Apply: please send a cover letter, resume, and list three references to Susana.Ulloa@UConn.edu by March 9, 2020.

Selected applicants will be invited for an interview. A criminal background check and a Minor Protection Training are mandatory. The salary will be discussed during the interview. The position includes room and board. If you have any questions please contact:

Susana M. Ulloa, Director
High School Initiatives
Center for Academic Programs
860-486-3074 or at Susana.Ulloa@UConn.edu