

Residential Supervisor for High School Summer Academic Programs at UF

Qualifications: Applicants must have completed an undergraduate degree and have professional or pre-professional work experience in university/college residence life or student services, primary or secondary education (teacher), or a related field. Must be available to live on-site and willing to work evening/nights and weekends.

Contact: Christy Rodkin, Coordinator, Youth Programs at christy@cpet.ufl.edu or 352-392-2310.

Description: The University of Florida Center for Precollegiate Education and Training (CPET) is seeking a Residential Supervisor for summer academic programs housed in Beaty Towers, including the seven-week Student Science Training Program (90 high school participants) and various one or two-week academic programs (up-to-28 high school participants per session). See www.cpet.ufl.edu for a description of each program. The Residential Supervisor will work closely with the CPET Coordinator for Youth Programs and individual program coordinators to ensure a safe and positive on-campus living experience for all program participants.

Duties and Responsibilities to include:

1. Work under the direction of the Coordinator for Youth Programs to assist in training, supervising, and providing feedback to the up-to-14 residential counselors hired for summer programs.
2. Serve as an additional resource person for the residential counselors. Be available for questions, to mediate minor student disciplinary issues, to assist with roommate conflicts/homesickness/facilities issues/other issues as needed, and to help ensure the adequate supervision of program participants.
3. Provide leadership by being informed and knowledgeable of program dates and schedules; rules and code of conduct for each program, the Division of Housing, and UF; and CPET summer program operations.
4. Attend and provide logistical support for program socials and other evening and weekend activities.
5. Assist with check-in and check-out of summer programs, including room checks and walk-thrus.
6. Participate in weekly staff meetings. Provide feedback to the Coordinator for Youth Program and to individual program coordinators.
7. Serve as a positive role-model for the residential counselors and all program participants.

Contract Dates: The Residential Supervisor will be hired for an 8 to 11 week period, depending upon applicant availability. Prior to the start of the programs, all summer staff will work in the CPET office, completing training and preparing for summer programs. Contract start date must be no later than June 1st. Employment contract ends at 4:00 pm on Sunday, July 26th at which time staff must be moved out of Beaty Towers.

Compensation: The position is intended to be 20 hours per week and compensation will include a contract salary of \$500 biweekly and a one-bedroom suite on a program-occupied floor in Beaty Towers.

Persons interested in applying should contact Christy Rodkin, Coordinator, Youth Programs at christy@cpet.ufl.edu or 352-392-2310. Applications will be open until all position is filled.