

## **UConn Pre-College Summer**

### **Community Manager Job Description** (8 positions available)

#### **PROGRAM OVERVIEW:**

UConn Pre-College Summer (PCS) is committed to providing a safe and supportive learning environment, allowing rising high school sophomores, juniors, and seniors to explore their academic interests, while gaining knowledge of institutional activities and social environments on a college campus. PCS serves as an exploratory experience where students will gain an understanding of the college classroom with engaging University faculty and explore nuances and areas of college-life at a nationally ranked public University.

#### **POSITION OVERVIEW:**

Under the supervision of UConn's Pre-College Summer (PCS) administration, the **Community Manager (CM)** is responsible for the safety of program participants and the coordination of a positive academic, social, and learning environment. This **appointment requires a 7-week commitment** for the program period **June 7, 2021 through July 23, 2021**. Community Manager duties require maturity, genuine concern for program participants, a desire to work collaboratively with other CMs, strong interpersonal abilities, and an understanding of Pre-College Summer Program goals and policies. **The position will include 1 week of training and the 6 weeks of programming, and a gross stipend of \$3,000 (before taxes).**

#### **POSITION RESPONSIBILITIES AND DUTIES:**

##### **GENERAL AND STUDENT/COMMUNITY DEVELOPMENT**

- Participate in a mandatory 1-week training prior to the start of the first session
- Be a team player, and help cultivate a positive, supportive community
- Collaborate with other Community Managers to create and present engaging workshops and social programming for program participants
- Assist and support participants with the transition to the program, distance-learning, and online social activities
- Attend online class sessions to provide support to faculty members and program participants
- Facilitate dialogue with program participants to build community and serve as a mentor
- Regularly check and respond to email and phone communication
- Perform other tasks as assigned and as needed

##### **RISK MANAGEMENT AND POLICY ENFORCEMENT**

- Confront and document inappropriate behavior to hold participants responsible for their actions
- Maintain privacy and/or confidentiality when handling participant and community issues
- Support and uphold University and Pre-College Summer policies by personal example
- Be knowledgeable of, enforce, and abide by all University policies and procedures, as well as State & Federal laws

#### **MINIMUM ACCEPTABLE QUALIFICATIONS:**

- Excellent leadership and interpersonal skills, and an ability to communicate clearly and effectively
- Demonstrated leadership and/or involvement experience
- A desire to work collaboratively as part of a highly motivated team
- **No other scheduled commitments** that would conflict with performing the duties/schedule of this role (classes, research, appointments, jobs, practice, GA commitments, etc.)
- Reliable access to Wi-Fi and a computer

**PREFERRED QUALIFICATIONS:**

- Previous experience as a Resident Assistant, Peer Mentor, or similar role in a college setting
- An understanding of the needs of, and interest in, working with high school students
- Familiarity with online learning platforms such as Webex and HuskyCT
- Familiarity with the UConn Storrs campus rules, regulations and policies

**ADDITIONAL DETAILS:****POSITION DESCRIPTION**

PCS is currently planning for an online summer program with participants and staff working remotely. Please note that changes may be made to this position description as program planning progresses. Changes will be communicated to applicants as they are made. If the decision is made in spring 2021 to move the program on campus, the duties and expectations of this role will change. For example, living on campus would be a requirement of the position.

**ALTERNATIVE RESPONSIBILITIES**

A small number of Community Managers will also take on alternative responsibilities to provide engaging opportunities for students to feel connected to the UConn Storrs campus. CMs with these responsibilities must be willing to drive to the UConn Storrs campus 1-2 times a week for the duration of the position to pre-record and/or live stream video of campus (e.g. informal campus tours, showcasing resource centers, speaking to campus community members in various departments). Applicants will be able to designate their interest in being considered for these alternative responsibilities on the Community Manager application.

**Qualified applicants will be invited to participate in a group process and/or an interview (via online video) in March 2021. Please take note of the [application timeline](#).**

**A criminal background check of selected candidates is required through the UConn Office of Minor Protection.**

For more information or if you have any questions, please contact Deanna Gallegos, PCS Graduate Assistant at (860) 486-0149 or at [dng20002work@uconn.edu](mailto:dng20002work@uconn.edu). **Use Subject Line:** PCS Community Manager Position

**Pre-College Summer****University of Connecticut**

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**TO APPLY FOR THIS POSITION, PLEASE USE THE FOLLOWING LINK:**

[pcs.uconn.edu/summerjobs/application](https://pcs.uconn.edu/summerjobs/application)