

## UConn Pre-College Summer

### Community Manager Job Description (Multiple positions available)

#### **PROGRAM OVERVIEW:**

UConn Pre-College Summer (PCS) is committed to providing a safe and supportive living-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, living and learning environment. This **full-time, live-in, 24/7 appointment requires a 5-week commitment** (including weekends) for the program period **July 3, through August 7, 2022**. Community Manager duties are demanding and 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 room and board for 1 week of training and the 4 week program, and a gross stipend of \$3,000 (before taxes).**

**In the case that the in-person component of the program must be cancelled, courses and programming will move forward in an online format. CMs must be able and willing to work remotely should plans change.**

#### **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 and serve as a mentor
- Collaborate with other Community Managers to create and present engaging workshops and social programming for program participants
- Actively assist with and coordinate weekly registration, student check-in, orientation, team building activities, safety trainings, etc. (*typically on Sundays*)
- Coordinate and assist in the supervision of Saturday check-outs, building preparation, and field trip days
- Supervise and support participants with the transition to UConn, including assisting them in navigating the campus' academic, residential, social and dining facilities and activities
- Attend to the personal well-being of participants such as in health, safety, security and emergency situations
- Attend and participate in staff meetings, activities, and academic and social workshop programs
- Perform administrative duties as assigned including, but not limited to: distributing information, completing incident reports, creating door and bulletin board decorations, health and safety inspections, and checking and responding to email and phone communication
- Reside in assigned residence hall room throughout the duration of the Program
- Regularly check and respond to email and phone communication
- Perform other tasks as assigned and as needed

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

- Serve on a duty rotation schedule, coordinating and responding to various student behavior and concerns
- Inspect participant rooms for health and safety purposes and report and document any violations

- 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, Residential Life, 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 functioning team in a fast-paced environment
- **No other scheduled commitments** that would conflict with performing the duties/schedule of this role (classes, research, appointments, jobs, practice, GA commitments, etc.)

**PREFERRED QUALIFICATIONS:**

- Previous experience as a Resident Assistant, Peer Mentor, or similar role in a campus setting
- An understanding of the needs of, and interest in, working with high school students
- Familiarity with the UConn Storrs campus and residence halls (including rules, regulations and policies)

**NOTE:** Selected candidates will be required to complete an online portion of CPR/First Aid training and an online Minor Protection training before official training begins. A criminal background check of selected candidates is required through the UConn Office of Minor Protection.

**ADDITIONAL DETAILS:**

**Position Description:** Please note that changes may be made to this position description.

PCS is currently planning for an in-person summer program on the UConn Storrs campus. Please note that changes may be made to this position description as program planning progresses. If the decision is made in spring 2022 to move the program partially or fully online, the duties and expectations of this role will change.

**Qualified applicants will be invited to participate in a group process day and/or an interview (either in-person or via online video) in February and March 2022. Please take note of the [application timeline](#).**

For more information or if you have any questions, please contact Deanna Gallegos, PCS Graduate Assistant 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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