



**GW Summer and Non-Degree Programs
Student Life Coordinator
Job Announcement & Position Description**

POSITION DESCRIPTION

EMPLOYMENT PERIOD

March 6, 2023 – August 18, 2023:

Up to 20 hours/week through June 4; up to 40 hours/week during June, July & August

The Summer and Non-Degree Programs office is seeking summer staff to support the Pre-College Program. **The Student Life Coordinator (SLC)** is a full-time, residential position that will work with the GW Summer and Non-Degree program team by providing administrative, logistic and planning support for the Pre-College and International Summer programs. This includes assisting with the development of a comprehensive extracurricular and wellness plan that includes cultural, social, professional and personal development programming for the various program participants and that puts an emphasis on mental, emotional, and physical wellness. Programming should be tailored to each program population. The position will be based at the Mount Vernon Campus office and will report to the Director of Summer and Non-Degree Programs (reporting structure may shift when the Assistant Director of Academic Success and Summer Programs is hired). This position will be required to work a non-standard schedule including shifts that begin after 9am and end after 5pm. Background checks will be conducted on all applicants.

DUTIES AND RESPONSIBILITIES

- Assist with developing a plan for extracurricular programming across the Pre-College and International Summer programs to include social, cultural, personal and professional development opportunities
 - Create an activities plan that showcases GW and the District in fun, engaging, and enriching ways
 - Create activities calendar for students, including ways for them to sign up for events
 - Create workshop schedule; coordinate classrooms/space
- Develop and execute a plan to build community and promote physical, mental, and emotional safety amongst program participants and promote participation in co-curricular and extracurricular programs and services
 - Create newsletter for parents (kick-off, pre-arrival, beginning of second week)
 - Create a plan for taking and storing pictures/videos
 - Co-create, with Director and Assistant Director, a system for ensuring that students are held accountable for their actions in accordance with the policies of their program
 - Set, enforce, and document clear conduct expectations based on university and program policies & regulations with Community Specialists
- Assist with budget development for programming with supervisor and stay within budget limitations
- Supervise Community Specialists (directly) and Community Facilitators (indirectly)
 - Work with the Community Specialists to ensure that Community Facilitators are actively involved in the development of the community and programs for their floors through regular residential hall meetings and after curfew programming
 - Conduct individual meetings, on-going performance reviews, regularly scheduled staff meetings, and in-service training to ensure residential staff meet job expectations
- Serve as a point of contact for student (and staff) focused communication about all extracurricular events and activities
 - Set up and maintain Slack (or similar communication platform)
- In conjunction with the Summer and Non-Degree team, maintain relationships with and expose residence staff to program resources within the DC community, the department, and elsewhere on campus.



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- Build and maintain partnerships with local entertainment options - Nationals, DC United, Smithsonian, etc.
- Approve student Leave Request Forms
- Perform Crisis Intervention/Response
 - Work with GW Full-time Program Staff, MVC Community Coordinators, GW Police Department, Office of Health & Safety, Counseling Center, and other agencies in immediate response to incidents in the residence halls
 - Exercise sound judgment and ethics to handle situations appropriately
 - Serve in on-call rotation with other professional staff members
 - Direct and respond to fire alarms and other emergencies
 - Use sound judgment to assess the safety and physical conditions of the residence hall facilities
 - Assist emergency responders and University Professional Staff in the event of a crisis incident
 - Be accessible by department-provided cell phone 24-hours per day
- Be present and advise on large scale programs as needed
- Document processes and best practices for future
- Perform special project assignments and other duties as assigned

QUALIFICATIONS

- Highly motivated, self-directed, mature, responsible upper-level undergraduate or graduate student
- Substantial organizational, communication and leadership experience
- Relevant experience in residential life, programming, event planning, and logistics
- Intercultural sensitivity and demonstrated ability to work collaboratively
- Excellent interpersonal, organization and communication skills
- Proven ability to stay on task, meet deadlines and follow through on assignments
- Knowledge of D.C. and/or GW preferred
- Having experience working with high school students is preferred
- Proficiency with Microsoft Suite software
- The SLC position is considered to be a full-time live-in appointment. Outside commitments must not exceed 10 hours per week, take place on weekends, or after 4:30 pm on weekdays, and must be approved by the Director of Summer and Non-Degree Programs.

COMPENSATION

- \$20.00/hour
- May serve to satisfy practicum requirements, with departmental approval
- Housing and dining (Mount Vernon Campus) for Summer Session I and II (May 21, 2023 - August 18, 2023) [mandatory]
- CPR/AED Training will be provided

GW is an EEO/AA Employer

To apply: All members of the GW community, Please submit all applications, with the necessary documentation, through the [GW Student Employment Jobs Portal](https://gwu-studentemployment.peopleadmin.com/postings/12915).

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