

Department: Office of Diversity, Equity and Inclusion

Position Title: KEEP/STEM Scholars Summer Programs Coordinator

Supervisors: Assistant Director of Diversity, Equity and Inclusion

OVERVIEW:

The Kenyon Educational Enrichment Program (KEEP) and Science, Technology, Engineering, and Math (STEM) Scholars Program introduces incoming first-year students to Kenyon by offering an intensive 5-week (June 25 - August 2, 2023) academic and co-curricular summer experience. The KEEP program is designed to meet the needs of underrepresented students of color and first-generation college students, while the STEM Scholars program seeks to promote inclusiveness and diversity in the sciences. In addition to taking two summer credit-bearing courses, KEEP and STEM Scholars participate in an intentional co-curricular program to help facilitate students' successful transition to college.

The KEEP/STEM Scholars Summer Programs Coordinator is a member of the Student Affairs staff, reporting directly to the Assistant Director of Diversity, Equity, and Inclusion (ODEI). The Summer Coordinator is a live-in position that supports the mission of the College by assisting with the overall residential and programmatic responsibilities of the KEEP/STEM Scholars Summer Programs.

ESSENTIAL FUNCTIONS:

- Oversee the day-to-day management of KEEP/STEM residential area, housing 40 first-year students
- Develop and maintain mutually-supportive and collaborative working relationships with KEEP, STEM, and ODEI faculty and staff to accomplish shared program objectives and tasks
- Train, supervise, and evaluate two (2) KEEP/STEM undergraduate Community Advisors (CAs)
- Facilitate weekly CA one-on-ones; co-facilitate team meetings with Assistant Directors
- Assist in the planning and facilitation of KEEP/STEM CA and Teaching Assistant (TA) training sessions
- Assist in the planning and implementation of KEEP/STEM Scholar 3-day orientation
- Attend and participate in KEEP/STEM faculty and staff meetings
- Develop meaningful relationships with students by being available and visible on campus
- Hold regular evening office hours in the KEEP/STEM residential area
- Identify and address the developmental needs of students through educational interactions, crisis response protocol, and mediations; advise and provide general support to students
- Communicate students of concern to Assistant Director(s), as necessary
- Assist in the planning and implementation of community development and co-curricular efforts to build and maintain a supportive living and learning residential environment
- Assist in the implementation and enforcement of college policies and expectations
- Coordinate with the Office of Campus Events (Summer Programs) to remedy facility issues; assist with move-in/move-out
- Work collaboratively with other offices on campus, including, but not limited to, Campus Safety, Dean of Students, Student Rights & Responsibilities, Office of Civil Rights, Provost's Office, and Religious & Spiritual Life to meet community needs
- Coordinate off-campus excursions within the College's COVID-19 travel guidelines

WORKING CONDITIONS:

This is a live-in position that requires working evenings and weekends, including times when the College is closed (July 4, 2023). Work is typically performed in an office or residence hall setting, but supervision of CAs and working with students requires being able to navigate between residential facilities, including up and down stairs, moving through long hallways, being in buildings without air conditioning, and being outside in various weather conditions. Must also be able to lift boxes of items up to 30 pounds, move tables, chairs, and other furniture. Requires a valid driver's license and ability to meet campus requirements to drive campus vehicles, in order to transport students.

MINIMUM QUALIFICATIONS:

- Bachelor's degree and enrolled in a graduate program in Student Affairs, College Student Personnel, Higher Education, Counseling, and/or related-field, or currently employed as a high school teacher or administrator
- Committed to the values and needs of a small, private, liberal arts college
- Ability to maintain strict privacy, including, but not limited to, student interactions, conversations with professional staff and administrative documentation
- Sensitivity and commitment to issues of diversity, equity, and inclusion
- Strong organizational and administrative skills
- Demonstrated interest in working with and mentoring first-year college students
- Effective verbal and written communication skills
- Be able to respond to all types of crisis situations, including, but not limited to, mental health concerns, discrimination, and sexual misconduct; serve as a mandatory reporter for all Civil Rights-related reports
- Ability to balance multiple tasks and responsibilities simultaneously
- Working knowledge of Microsoft Office and Google Workspace, and ability to use other campus programs to complete office tasks and maintain student records
- Successful completion of a background check
- Ability and willingness to perform all job responsibilities listed above

PREFERRED QUALIFICATIONS

- Previous housing, residential life, and/or diversity, equity, and inclusion experience
- Completed at least one-year of graduate-level coursework
- Previous experience working at or attending a small, private, liberal arts college
- Experience supervising college and/or high school students
- Commitment to working with underrepresented students of color and/or first-generation college students
- Twenty-one (21) years of age or older, in order to complete Kenyon College Driver Training and drive campus 12-passenger van

TERMS OF EMPLOYMENT & COMPENSATION

Dates of employment are June 19, 2023 to August 3, 2023. This is a live-in position that pays a stipend of \$7,000. Work hours vary week to week and include day, evening, and weekend responsibilities. This position includes a fully furnished, one-bedroom apartment in the KEEP/STEM residential area and a full meal plan when the KEEP/STEM Scholars Program is in session. A campus parking pass and access to the Kenyon Athletic Center is also provided. A travel stipend to/from Kenyon, up to \$500, is available.

Applications should be received no later than April 28, 2023 for full consideration. Submit resume and cover letter to ODEI@kenyon.edu.

Kenyon College does not discriminate in its educational programs and activities on the basis of race, color, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, physical and/or mental disability, age, religion, medical condition, veteran status, marital status, genetic information, or any other characteristic protected by institutional policy or state, local, or federal law. The requirement of non-discrimination in educational programs and activities extends to employment and admissions.