



2017 Summer College/Academy for High School Students

Employment Opportunities

All staff members are responsible for organizing and supervising residential activities when students are not in study sessions or in class.

We are looking for staff members who will serve as positive role models, use sound judgment when making decisions, and have a genuine interest in participating in the academic and social development of adolescents. The characteristics we look for in our staff members are (a) honesty (b) flexibility (c) ability to manage stressful situations (d) initiative (e) empathy (f) compassion and (g) desire to deliver beyond what is asked.

Dates for Summer College Program Participants: July 9 – August 4.

Dates for Summer Academy Program Participants: July 15 – August 4.

2017 WORK DATES

For Summer College/Academy Positions:

Senior Administrator Positions: June 26 – August 5

Residential Assistant: July 3 – August 5

- All staff members are expected to be on call on a 24 hour basis for 6 days a week throughout the program.
- During Arrival and Departure weekends, all staff members are expected to work rotational shifts throughout the night.
- Please see attached Administrative Staff calendar for designated staff days off by role. RA days off are determined on site.

- **Onsite Director (1)**
- **Onsite Director of Logistics (2)**
- **Onsite Dean of Residence Life (2)**
- **Onsite Residence Hall Director (4)**
- **Onsite Residential Assistant (20+)**
- **Onsite Academic Coordinator (2)**
- **Onsite Assistant Academic Coordinator (3)**
- **Writing Tutor (multiple positions)**
- **Teaching Associate (10+)**
- **Office Assistant**

Position: Onsite Director

Qualifications: The successful candidate will have a bachelor's degree at minimum – a Master's degree is preferred. The degree should be in business, residence life, or a related area. The successful candidate will have significant administrative knowledge that demonstrates successful residential, operational, academic, and logistical experience; enjoys spending structured and unstructured time with young people; effective communication and interpersonal skills; and be able to provide leadership for the staff and foster a positive working environment.

Job Responsibilities and Expectations:

- Is supervised by and works in unison with Dr. Charles to supervise and evaluate the senior administrative staff including the Onsite Academic Coordinators (AC), Director of Transportation (DOT), Onsite Deans of Residential Life (DRL), Residence Hall Directors (RHD), the Director of Logistics (DL), and the Office Assistants (OA).
- Maintain the highest level of attention to risk management and safety for staff and students.
- Understand and adhere to FERPA, HIPPA, TITLE IX, and confidentiality guidelines.
- Possess cultural awareness.
- Work with the administrative staff to train and supervise the Residential Assistants and instructional staff.
- Serve as a liaison with Duke Conference Services department and oversee interactions with outside vendors as well as day-to-day fiscal management of Summer College/Academy.
- Demonstrate a strong understanding of all staff materials having reviewed and learned these prior to the start of the program.
- Live on campus in order to maintain high visibility during Summer College/Academy and remain available 24/6 for the duration of the program for risk management purposes.
- Oversee human resource issues, training, supervision, evaluation and conflict resolution for staff.
- Lead, guide, and support students and staff and set the tone of the site through a consistent, positive interpersonal style while serving as a role model for professionalism.
- Regularly attend internship workshops that are tailored to aid the staff in their professional development.
- Is committed to working as a team player and has the ability to work independently when appropriate.
- Successfully lead the students and staff by means of inspiration, support, ownership, and compassionate guidance in potentially challenging situations.
- In collaboration with Dr. Charles, guide all students and staff disciplinary issues.
- Work closely with the residential, logistics, and academic team to ensure communications across departments is exemplary.

- Carry out additional duties as deemed necessary by Dr. Charles.

Additional Requirements

- Should driving be required, staff member needs to meet the minimum age requirement of 21 years, have a clean driving record, and be comfortable driving Duke University vehicles.
- Agrees not to consume alcoholic beverages on Duke University's campus, nor be on campus in an inebriated state.
- Provides a written report within two weeks from the end of the program to Dr. Charles.
- Successfully passes the Duke University criminal background check and online Minor's Training.
- Agrees to adhere to all duties before, during, and after the program as outlined in the staff materials.

Compensation: Meals, field trips, and activities fees, plus a stipend of \$5,500 for approximately six weeks.

Position: Onsite Director of Logistics

Qualifications: The successful candidate will have a bachelor's degree, preferably in business, residence life, or a related area; significant administrative knowledge that demonstrates successful operational and logistical experience; enjoy spending structured and unstructured time with young people; effective communication and interpersonal skills; and be able to provide leadership for the staff.

Job Responsibilities and Expectations:

- Is supervised by, and works in unison with, the Onsite Director of Summer College/Academy for High School Students programs.
- Maintain the highest level of attention to risk management and safety for staff and students.
- Work with the administrative staff to prepare for staff arrival.
- Work with the administrative staff to train and supervise the Residential Assistants and the Teaching Associates, including preparation of materials and creating the training schedule.
- Coordinate and direct student arrival and departure weekends together with the Director of Transportation and the administrative staff.
- Organize and maintain a professional, organized, and efficient working environment.
- Understand and adhere to FERPA, HIPPA, TITLE IX, and confidentiality guidelines.
- In coordination with the Director of Transportation, oversee transportation needs of students and staff, including arrival and departure days and all residential activities. Maintain a record of vehicle gas use, maintenance, keys, names and locations of vehicles, and rental agreements.
- In the event of an emergency or medical situation, the Director of Logistics is responsible for reporting the emergency immediately to the Onsite Director of Summer College/Academy for High School Students.
- Regularly attend internship workshops that are tailored to aid the staff in their professional development.
- Successfully lead the students and staff by means of inspiration, support, ownership, and compassionate guidance in challenging situations.
- Set the tone of the site through a consistently positive interpersonal style and serve as a role model for professionalism.
- Maintain with accuracy all office documentation, mail room, vehicle system, and necessary electronic and paper logs.
- Successfully communicate with parents, students, and staff – particularly with regard to program logistics.
- Work closely with the Onsite Director of Summer College/Academy for High School Students programs to manage relations with Duke Conference Services and outside vendors.
- Possess cultural awareness.
- Demonstrate a strong understanding of all staff materials having reviewed and learned these prior to the start of the administrative training.

- Pack up the office at the end of the program in an organized manner and create an inventory of office equipment and supplies.
- Work closely with the residential and academic team to ensure communication across departments is exemplary.
- Carry out additional duties as deemed necessary by the Onsite Director of Summer College for High School Students.
- Is committed to working as a team player and has the ability to work independently when appropriate.
- While this staff member is not required to live on campus, there will be many days where the rotating schedule of the two Directors of Logistics will require that these staff members work overnight.
- Not required to live on campus.

Additional Requirements

- Should driving be required, staff member needs to meet the minimum age requirement of 21 years, have a clean driving record, and be comfortable driving Duke University vehicles.
- Agrees not to consume alcoholic beverages on Duke University's campus, nor be on campus in an inebriated state.
- Provides a written report within two weeks from the end of the program to the Onsite Director.
- Successfully passes the Duke University criminal background check and online Minor's Training.
- Agrees to adhere to all duties before, during, and after the program as outlined in the staff materials.

Compensation: Meals, field trips, and activities fees, plus a stipend of \$3,850 for approximately six weeks.

Application information:

To apply, please send a resume and cover letter to:

Nicki Charles, Ed.D.

Director of International Student Recruitment

Duke Continuing Studies and Summer Session

nicki.charles@duke.edu

+(919) 684-8763

Applications must be received by **May 30, 2017**.

Position: Onsite Dean of Residence Life

Qualifications: The successful candidate will have a bachelor's degree, preferably in education, student affairs, residence life, counseling, or another related area; experience working with adolescents and youth programming; enjoy spending structured and unstructured time with young people; have effective communication and interpersonal skills, and be able to provide leadership for the staff.

Job Responsibilities and Expectations:

- Is supervised by, and works in unison with, the Onsite Director of Summer College/Academy for High School Students programs.
- Maintain the highest level of attention to risk management and safety for staff and students.
- Directly supervise and evaluate the residential staff.
- Work with the administrative staff to train and supervise the Residential Assistants.
- Oversee and work in unison with the Onsite Director of Summer College/Academy for High School Students programs to address student and staff disciplinary issues.
- Understand and adhere to FERPA, HIPPA, TITLE IX, and confidentiality guidelines.
- Take the lead for coordinating all residential logistics (room inspections and assignments, scheduling duty roster, etc.).
- Bring cultural awareness of working with an international population.
- Maintain high visibility during Summer College/Academy for High School Students programs and attend all residential events.
- Live on campus and is available 24/6 for the duration of the program to insure all risk management issues are immediately addressed as student safety is of paramount importance.
- Successfully lead the students and staff by means of personal inspiration, support, ownership, and compassionate guidance in challenging situations.
- Regularly attend internship workshops that are tailored to aid the staff in their professional development.
- Manage staff conflict and set the tone of the site through a consistently positive interpersonal style.
- Serve as a role model for professionalism.
- Demonstrate a strong understanding of all staff materials having reviewed and learned these prior to the start of the administrative training.
- Is committed to working as a team player and has the ability to work independently when appropriate.
- Communicate with the residential and administrative staff prior to the program.
- Conduct regular staff meetings and attend regular administrative meetings.
- Establish duty schedules and uphold residential guidelines.
- Work closely with the logistics and academic team to ensure communication across departments is exemplary.

- Carry out additional duties deemed necessary by the Onsite Director of Summer College/Academy for High School Students programs.

Additional Requirements

- Should driving be required, staff member needs to meet the minimum age requirement of 21 years, have a clean driving record, and be comfortable driving Duke University vehicles.
- Agrees not to consume alcoholic beverages on Duke University's campus, nor be on campus in an inebriated state.
- Provides a written report within two weeks from the end of the program to the Onsite Director.
- Successfully passes the Duke University criminal background check and Minor's Training.
- Agrees to adhere to all duties before, during, and after the program as outlined in the staff materials.

Compensation: Meals, field trips, and activities fees, plus a stipend of \$4,650 for approximately six weeks.

Application information:

To apply, please send a resume and cover letter to:

Nicki Charles, Ed.D.

Director of International Student Recruitment

Duke Continuing Studies and Summer Session

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+(919) 684-8763

Applications must be received by **May 30, 2017**.

Position: Onsite Residence Hall Director

Qualifications: The successful candidate will have a bachelor's degree, preferably in education, student affairs, residence life, counseling, or another related area; experience working with adolescents and youth programming; enjoy spending structured and unstructured time with young people; have effective communication and interpersonal skills, and be able to provide leadership for the staff.

Job Responsibilities and Expectations:

- Is supervised by, and works in unison with, the Onsite Dean of Residence Life and assists with the following duties:
- Maintain the highest level of attention to risk management and safety for staff and students.
- Directly supervise and evaluate the residential staff for Summer College/Academy for High School Students programs.
- Work with the administrative staff to train and supervise the Residential Assistants.
- Understand and adhere to FERPA, HIPPA, TITLE IX, and confidentiality guidelines.
- Oversee and work in unison with the Onsite Director of Summer College/Academy for High School Students programs to address student and staff disciplinary issues.
- Take the lead for coordinating all residential logistics (room inspections and assignments, scheduling duty roster, etc.).
- Participate in at least one committee in which Residential Assistants will collaboratively manage and develop various components of the programs.
- Regularly attend internship workshops that are tailored to aid the staff in their professional development.
- Bring cultural awareness of working with an international population.
- Maintain high visibility during Summer College/Academy and attend all residential events.
- Live on campus and is available 24/6 for the duration of the program to insure all risk management issues are immediately addressed, as student safety is of paramount importance.
- Successfully lead the students and staff by means of personal inspiration, support, ownership, and compassionate guidance in potentially challenging situations.
- Manage staff conflict and set the tone of the site through a consistently positive interpersonal style.
- Serve as a role model for professionalism.
- Demonstrate a strong understanding of all staff materials having reviewed and learned these prior to the start of the program.
- Is committed to working as a team player and has the ability to work independently when appropriate.
- Communicate with the residential and administrative staff prior to the program.

- Conduct regular staff meetings and attend regular administrative meetings.
- Establish duty schedules and uphold residential guidelines.
- Work closely with logistics and academic team to ensure communication across departments is exemplary.
- Carry out additional duties deemed necessary by the Onsite Director of Summer College/Academy for High School Students programs.

Additional Requirements

- Should driving be required, staff member needs to meet the minimum age requirement of 21 years, have a clean driving record, and be comfortable driving Duke University vehicles.
- Agrees not to consume alcoholic beverages on Duke University's campus, nor be on campus in an inebriated state.
- Provides a written report within two weeks from the end of the program to Dr. Charles.
- Successfully passes the Duke University criminal background check.
- Agrees to adhere to all duties before, during, and after the program as outlined in the staff materials.

Compensation: Meals, field trips, and activities fees, plus a stipend beginning at \$2,700 for approximately six weeks.

Application information:

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Nicki Charles, Ed.D.

Director of International Student Recruitment

Duke Continuing Studies and Summer Session

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+(919) 684-8763

Applications must be received by **May 30, 2017**.

Position: Residential Assistant (multiple positions)

Qualifications: Successful applicants will have completed at least two years of undergraduate college; have experience working with adolescents and youth programming; enjoy spending structured and unstructured time with young people; have effective communication and interpersonal skills; and provide leadership for the students.

Job Responsibilities and Expectations:

- Is supervised by, and works in unison with, the Onsite Dean of Residence Life.
- Maintain the highest level of attention to risk management and safety for staff and students.
- Oversee and work in unison with the Onsite Dean of Residential Life to address student and disciplinary issues.
- Together with the other members of the residential team, address residential logistics and create and run residential activities.
- Understand and adhere to FERPA, HIPPA, TITLE IX, and confidentiality guidelines.
- Bring cultural awareness of working with an international population.
- Maintain high visibility during Summer College/Academy and attend all residential events.
- Residential Assistants will live on campus and be available 24/6 for the duration of the program to insure all risk management issues are immediately addressed as student safety is of paramount importance.
- Participate in at least one committee in which Residential Assistants will collaboratively manage and develop various components of the programs.
- Regularly attend internship workshops that are tailored to aid the staff in their professional development.
- Successfully lead the students by means of personal inspiration, support, ownership, and compassionate guidance in challenging situations.
- Manage student conflict and set the program tone through a consistently positive interpersonal style.
- Serve as a role model for professionalism.
- Demonstrate a strong understanding of all staff materials having reviewed and learned these prior to the start of the program.
- Is committed to working as a team player and has the ability to work independently when appropriate.
- Communicate with the Onsite Director prior to the program.
- Attend regular staff meetings.
- Work with Director of Residence Life to establish duty schedules and uphold residential guidelines.
- Will live on the Duke campus in a Duke University residence hall with 1 day off each week.
- Willing to be responsible/accessible by phone 24 hours a day for medical emergencies.
- Demonstrates initiative.

- Work closely with the logistics and academic team to ensure communication across departments is exemplary.
- Carry out additional duties deemed necessary by the Onsite Director of Summer College/Academy for High School Students programs.

Additional Requirements

- Should driving be required, staff members need to meet the minimum age requirement of 21 years of age, have a clean driving record, and be comfortable driving Duke University vehicles.
- Agrees not to consume alcoholic beverages on Duke University's campus, nor be on campus in an inebriated state.
- Successfully passes the Duke University criminal background check and Minor's Training.
- Agrees to adhere to all duties before, during, and after the program as outlined in the staff materials.

Compensation: Meals, field trips, and activities fees, plus a stipend beginning at \$2,000 for approximately five weeks.

Application information:

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Director of International Student Recruitment

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+(919) 684-8763

Applications must be received by **May 30, 2017**.

Position: Onsite Academic Coordinator

Qualifications: The successful candidate will have a bachelor's degree, preferably in education or another related area; with a master's degree preferred; have classroom and educational leadership experience, including academic coaching; enjoy spending structured and unstructured time with young people; have effective communication and interpersonal skills; and be able to provide leadership for the staff.

Job Responsibilities and Expectations:

- Is supervised by, and works in unison with, the Onsite Director of Summer College/Academy for High School Students programs.
- Maintain the highest level of attention to risk management and safety for staff and students.
- In coordination with the logistics staff, ensure all copies of academic materials are done and delivered with any supplies for Summer Academy in a timely manner.
- Directly supervise and evaluate the Assistant Academic Coordinators, Instructors, Teaching Assistants and all study sessions and education expos.
- Work with the administrative staff to train and supervise the Teaching Assistants.
- Understand and adhere to FERPA, HIPPA, TITLE IX, and confidentiality guidelines.
- Oversee and work in unison with the Onsite Director of Summer College/Academy for High School Students program to address student and staff disciplinary issues within the academic setting.
- Take the lead for coordinating all instructional logistics.
- Regularly attend internship workshops that are tailored to aid the staff in their professional development.
- Bring cultural awareness of working with an international population.
- Successfully lead the students and staff by means of personal inspiration, support, ownership, and compassionate guidance in challenging situations.
- Manage staff conflict and set the tone of the program through a consistently positive interpersonal style.
- Serve as a role model for professionalism.
- Demonstrate a strong understanding of all staff materials having reviewed and learned these prior to the start of the program.
- Is committed to working as a team player and has the ability to work independently when appropriate.
- Communicate with the instructional and administrative staff prior to the program.
- Conduct regular Teaching Associates meetings and attend regular administrative meetings.
- Lead student academic orientation day, monitor student progress, and facilitate the completion of final narratives.

- In coordination with Dr. Charles, facilitate Add/Drop period for Summer College.
- At the end of the program, inventory and box all instructional materials and assist the residential staff with closing duties.
- Work closely with the logistics and residential team to ensure communication across departments is exemplary.
- Carry out additional duties deemed necessary by the Onsite Director of Summer College/Academy for High School Students programs.
- Although this person will maintain high visibility during Summer College/Academy for High School Students programs s/he is not required to live on campus; days off usually fall on Saturdays and/or Sundays.
- Not required to live on campus.

Additional Requirements

- Should driving be required, staff members need to meet the minimum age requirement of 21 years of age, have a clean driving record, and be comfortable driving Duke University vehicles.
- Agrees not to consume alcoholic beverages on Duke University's campus, nor be on campus in an inebriated state.
- Provides a written report within two weeks from the end of the program to the Onsite Director.
- Successfully passes the Duke University criminal background check and Minor's Training.
- Agrees to adhere to all duties before, during, and after the program as outlined in the staff materials.

Compensation: Meals, field trips, and activity fees, plus a stipend of \$3,850 for approximately six weeks.

Application information:

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+(919) 684-8763

Applications must be received by **May 30, 2017**.

Position: Onsite Assistant Academic Coordinator

Qualifications: The successful candidate will have completed two years of undergraduate course work (a bachelor's degree is preferable); have classroom experience with middle and/or high school students; have effective communication and interpersonal skills; and be able to provide assistance for program participants. Knowledge of Mandarin is preferred but not required.

Job Responsibilities and Expectations:

- Is supervised by the Onsite Academic Coordinator.
- Maintain the highest level of attention to risk management and safety for staff and students.
- Assists with coordination of specific instructional logistics as designated by the Academic Coordinator and Dr. Charles.
- Bring cultural awareness of working with an international population.
- Successfully lead the students and staff by means of personal inspiration, support, ownership, and compassionate guidance in challenging situations.
- Manage staff conflict and set the tone of the program through a consistently positive interpersonal style.
- Understand and adhere to FERPA, HIPPA, TITLE IX, and confidentiality guidelines.
- Serve as a role model for professionalism.
- Demonstrate a strong understanding of all staff materials having reviewed and learned these prior to the start of the program.
- Regularly attend internship workshops that are tailored to aid the staff in their professional development.
- Is committed to working as a team player and has the ability to work independently when appropriate.
- Communicate with the instructional and administrative staff prior to the program.
- Participate in student academic orientation.
- At the end of the program, assist with inventory and box all instructional materials and assist the residential staff with closing duties.
- Carry out additional duties deemed necessary by the Onsite Director of Summer College/Academy for High School Students programs.
- Although this person will maintain high visibility during Summer College/Academy for High School Students programs s/he is not required to live on campus; days off usually fall on Saturdays and/or Sundays.
- Work closely with the logistics and residential team to ensure communication across departments is exemplary.
- Not required to live on campus.

Additional Requirements

- Should driving be required, staff members need to meet the minimum age requirement of 21 years of age, have a clean driving record, and be comfortable driving Duke University vehicles.
- Agrees not to consume alcoholic beverages on Duke University's campus, nor be on campus in an inebriated state.
- Provides a written report within two weeks from the end of the program to the Onsite Director.
- Successfully passes the Duke University criminal background check and Minor's Training.
- Agrees to adhere to all duties before, during, and after the program as outlined in the staff materials.

Compensation: Meals, field trips, and activity fees, plus a stipend of \$2,200 for approximately six weeks.

Application information:

To apply, please send a resume and cover letter to:

Nicki Charles, Ed.D.

Director of International Student Recruitment

Duke Continuing Studies and Summer Session

nicki.charles@duke.edu

+(919) 684-8763

Applications must be received by **May 30, 2017**.

Position: Teaching Associate (multiple positions)

Qualifications: Successful candidates will have completed two years of undergraduate course work (a bachelor's degree is preferable); have classroom experience with middle and/or high school students; have effective communication and interpersonal skills; and be able to provide assistance for program participants. Knowledge of Mandarin is preferred but not required.

- Is supervised by, and works in unison with, the Academic Dean.
- Maintain the highest level of attention to risk management and safety for staff and students.
- Work with course instructor to provide assistance and support to instructor and students during daily class meetings.
- Attend all training sessions.
- Understand and adhere to FERPA, HIPPA, TITLE IX, and confidentiality guidelines.
- Bring cultural awareness of working with an international population.
- Responsible for successfully leading the students by means of personal inspiration, support, ownership, and compassionate guidance in challenging situations.
- Assist with field trips organized by the instructor.
- Help set the tone of the site through a consistently positive interpersonal style.
- Serve as a role model for professionalism.
- Demonstrate a strong understanding of all staff materials having reviewed and learned these prior to the start of the program.
- Is committed to working as a team player and has the ability to work independently when appropriate.
- Communicate with the administrative staff and the Onsite Director prior to the program.
- Attend student orientation day on the first Sunday, monitor student progress, and facilitate the completion of final narratives.
- At the end of the program, assist with inventory and box all instructional materials and assist the residential staff with closing duties.
- Carry out additional duties deemed necessary by the Academic Coordinator.
- Although this person maintains high visibility during Summer College/Academy for High School Students programs s/he is not required to live on campus. Days off usually fall on Saturdays.

Additional Requirements

- Should driving be required, staff member needs to meet the minimum age requirement of 21 years, have a clean driving record, and be comfortable driving Duke University vehicles.

- Agrees not to consume alcoholic beverages on Duke University's campus, nor be on campus in an inebriated state.
- Successfully passes the Duke University criminal background check and Minor's Training.
- Agrees to adhere to all duties before, during, and after the program as outlined in the staff materials.

Compensation: \$1,200 for approximately three weeks.

Application information:

To apply, please send a resume and cover letter to:

Nicki Charles, Ed.D.

Director of International Student Recruitment

Duke Continuing Studies and Summer Session

nicki.charles@duke.edu

+(919) 684-8763

Applications must be received by **May 30, 2017**.

Position: Office Assistant

Qualifications: The successful candidate will have at least a high school diploma; significant administrative knowledge that demonstrates successful operational and logistical experience; enjoy spending structured and unstructured time with young people; effective communication and interpersonal skills; and be able to provide leadership at the on-site office.

Job Responsibilities and Expectations:

- Is supervised by, and works in unison with, the Director of Logistics.
- Maintain the highest level of attention to risk management and safety for staff and students.
- Work with the administrative staff to prepare for staff arrival.
- Work with the administrative staff to train and supervise the Residential Assistants and the Teaching Assistants, including preparation of materials and creating the training schedule.
- Assist in the direction of student arrival and departure weekends.
- Understand and adhere to FERPA, HIPPA, TITLE IX, and confidentiality guidelines.
- Organize and maintain a professional, organized, and efficient working environment.
- Regularly attend internship workshops that are tailored to aid the staff in their professional development.
- Assist with overseeing transportation needs of students and staff, including arrival and departure weekends and all residential activities. Maintain a record of vehicle gas use, maintenance, keys, names and locations of vehicles, and rental agreements. In the event of an emergency, the Office Assistant is responsible for reporting the emergency immediately to the Director of Logistics.
- Successfully lead the on-site office by means of inspiration, support, ownership, and compassionate guidance in potentially challenging situations.
- Set the tone of the site through a consistently positive interpersonal style and serve as a role model for professionalism.
- Maintain with accuracy all office documentation and logs.
- Successfully communicate with parents, students, and staff – particularly with regard to program logistics.
- Work closely with the Director of Logistics to manage relations with Conference Services and outside vendors.
- Possess cultural awareness.
- Demonstrate a strong understanding of all staff materials having reviewed and learned these prior to the start of the program.
- Assist with the packing up the office at the end of the program in an organized manner and create an inventory of office equipment and supplies.
- Carry out additional duties as deemed necessary by the Director of Logistics.
- Is committed to working as a team player and has the ability to work independently when appropriate.

- While this staff member is not required to live on campus, there will be many days where the rotating schedule of the two Director of Logistics will require that this staff member works overnight.
- Work closely with the logistics and academic team to ensure communication across departments is exemplary.

Compensation: Meals, field trips, and activities fees, plus a stipend beginning at \$2,200 for approximately six weeks.

Additional Requirements

- Should driving be required, staff members need to meet the minimum age requirement of 21 years of age, have a clean driving record, and be comfortable driving Duke University vehicles.
- Agrees not to consume alcoholic beverages on Duke University's campus, nor be on campus in an inebriated state.
- Successfully passes the Duke University criminal background check and Minor's Training.
- Agrees to adhere to all duties before, during, and after the program as outlined in the staff materials.

Application information:

To apply, please send a resume and cover letter to:

Nicki Charles, Ed.D.

Director of International Student Recruitment

Duke Continuing Studies and Summer Session

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+(919) 684-8763

Applications must be received by **May 30, 2017**.

Position: Tutor (multiple positions)

Qualifications: Successful candidates will have completed two years of undergraduate course work (a bachelor's degree is preferable); have classroom experience in the area of the class for which s/he is responsible for assisting; should enjoy spending structured and unstructured time with young people; have effective communication and interpersonal skills; and be able to provide leadership for program participants. We are especially interested in individuals with expertise in ESL acquisition/teaching, writing, the humanities, math, and science.

Job Responsibilities and Expectations:

- Is supervised by, and works in unison with, the Academic Coordinator.
- Maintain the highest level of attention to risk management and safety for staff and students.
- Work with other staff members to run daily two-hour study sessions, one in the morning and one in the afternoon.
- Attend all training sessions.
- Bring cultural awareness of working with an international population.
- Responsible for successfully leading the students by means of personal inspiration, support, ownership, and compassionate guidance in challenging situations.
- Understand and adhere to FERPA, HIPPA, TITLE IX, and confidentiality guidelines.
- Help set the tone of the site through a consistently positive interpersonal style.
- Serve as a role model for professionalism.
- Demonstrate a strong understanding of all staff materials having reviewed and learned these prior to the start of the program.
- Is committed to working as a team player and has the ability to work independently when appropriate.
- Communicate with the administrative staff and the Onsite Director prior to the program.
- Attend student orientation day on the first Sunday, monitor student progress, and facilitate the completion of final narratives.
- At the end of the program, inventory and box all instructional materials and assist the residential staff with closing duties.
- Carry out additional duties deemed necessary by the Academic Coordinator.
- Although this person maintains high visibility during Summer College/Academy for High School Students programs s/he is not required to live on campus. Days off usually fall on Saturdays.

Additional Requirements

- Should driving be required, staff members need to meet the minimum age requirement of 21 years of age, have a clean driving record, and be comfortable driving Duke University vehicles.
- Agrees not to consume alcoholic beverages on Duke University's campus, nor be on campus in an inebriated state.
- Successfully passes the Duke University criminal background check and online Minor's Training.
- Agrees to adhere to all duties before, during, and after the program as outlined in the staff materials.

Compensation: \$12 to \$20 per hour for a total of approximately 40-60 hours

Application information:

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+(919) 684-8763

Applications must be received by **May 30, 2017**.

Please note that the Summer College/Academy/Honors Institute staff are considered to be seasonal Duke University employees and are paid according to the University's regular monthly payroll schedule. Therefore, paychecks will be received August 6, 2016.

CONTACT US

Dr. Nicki Charles

Director of International Student Recruitment for Summer Session
Duke Continuing Studies and Summer Session

Email: nicki.charles@duke.edu

Telephone: + 919/684 - 8763

Fax: + 919/681-8235

Mailing Address:

Duke Summer Session

Box 90700

Durham, NC 27708-0700

Physical Location: [The Bishop's House \(East Campus\)](#)