Summer Bridge Assistant Position Description

Position Summary Statement
The Summer Bridge Assistant serves Residence Life and Academic Affairs by providing guidance and support to the residential participants of the Summer Bridge Program. This responsibility includes the provision of events/activities, engaging in impactful one-to-one conversations, responding to after hours issues/concerns, providing after hours duty coverage, escorting participants to meals and serving as a role model to all participants.

Dates of Employment
This position offers the opportunity for employment 25 hours to 40 hours per week from July 12, 2021 to August 28, 2021.

Position Responsibilities
• Attend all pre-arrival trainings in their entirety, and prepare residential spaces
• Attend weekly staff meetings and 1:1 supervisory meetings
• Meet 1:1 with student participants weekly to forge intentional conversations (topic lists will be provided and will support program curriculum)
• Provide a pre-planned social and/or educational event/activity at least one evening per week (M-F), (being sure to coordinate with other programming entities and compliment curriculum when possible), and on weekends where other activities are not provided
• Supplement evenings and weekends with spontaneous activities to create an inviting environment (provided a minimum of 2 times per week)
  o Serve as first point-of-contact for all student participants
  o Build meaningful, impactful and appropriate relationships with student participants
  o Have in-person contact with each student participant each day
  o Gather, escort and dine with student participants each day (M-F) for breakfast and dinner
  o Serve as a positive role model for those transitioning from high school to college
  o Validate student participants in the higher education environment and provide a sense of belonging at UW-Green Bay
  o Reside on site with student participants, providing on-call response
  o Fulfill other duties as assigned

Required Qualifications
  o Be a full-time UW-Green Bay student (12+credit hours)
  o By the end of summer 2021, must have achieved Sophomore status
  o Be ‘in good standing’ (maintained a minimum 2.0 GPA)
  o Have a demonstrated familiarity student support/engagement strategies

Preferred Skills/Abilities
  o Passionate about the success of other students
  o Knowledgeable about UW-Green Bay resources and services
  o Excellent oral and written communication skills
  o Responsible, dependable, detail-oriented and able to follow directions
  o Knowledgeable of Microsoft Office products (including Teams)
  o Able to lead group discussions
  o Trustworthy and able to maintain confidentiality
- Able to work in a collaborative team environment
- Demonstrates maturity and professionalism both inside and outside the classroom

Compensation
This position offers a $2,800 stipend ($400 X 7 weeks of work), dining plan during contracted period, uniform, and includes housing during the contract period. Any employee who leaves the position before the end of the employment term will be financially responsible for remaining housing costs and the remaining dining plan will be terminated.