

What is a Summer Programming Coordinator?

Summer Programming Coordinators (coordinators) are a team of current or graduating Willamette University students responsible for creating co-curricular opportunities for *American Studies Program (ASP) students during their summer semester and summer vacation period. Coordinators are expected to support an environment conducive to academic success and personal wellbeing of all of the residents in the ASP summer community.

In addition, coordinators support TIUA special programs during the summer including Explore Japan Day Camp, Summer Volunteer Week, Tokyo Jogakkan, and/or other programs as assigned. See the job description for more details about these programs and coordinator expectations.

If you would like additional information, please feel free to stop by our office! Our staff are happy to talk with you. You can contact us anytime:

- Roxana Daliana, Student Services Coordinator, <rdaliana>
- Sarah Shinn, Associate Director of Student Life, <sshinn>
- Naomi Collette, Associate Director of Residential Life and Wellness Services, <ncollett>

Sunday, March 3: Applications due at 11:59pm via Google Form Application- available at the TIUA website (tiuma.edu) or Handshake via the WU Career Development website. This includes:

- Application form
- Resume (upload to the application form)
- Unofficial transcript (upload to the application form)

If you encounter any issues uploading documents or completing the Google form, please email Roxana Daliana <rdaliana> immediately. Please note that you must use your Willamette email account to complete the form. Individual interviews will be scheduled upon the receipt and review of your application via Google appointments.

Tentative schedule for summer 2019 [subject to change]:

March 4 – March 13:

Individual interviews—Please meet interviewers at the TIUA front desk (individual sign-ups via Google appointments- Roxana Daliana will send a link)

Thursday, March 14:

Group interview 6:00-7:45pm, Kaneko Commons

Late March:

Hiring notifications

May 8-10

Mandatory coordinator training

**The American Studies Program (ASP) is a one-year study abroad program at Willamette University for students from Willamette's sister school, Tokyo International University, in Japan. The program duration is February to December, and ASP is run jointly by Tokyo International University of America and Willamette University. ASP students have a summer semester that runs for 6 weeks in May and June and have summer break in July and August until fall semester starts at Willamette.*