

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.

**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.*

The office of Housing and Conferences will be hiring a team of summer RAs who will work with the ASP summer community and focus on residential responsibilities. See Handshake and the Housing website soon for more details!

Applications for summer programming coordinator are due on Sunday, February 25 at 11:59pm via the linked [Google Form Application](#). 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 Sarah Shinn <sshinn> 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.

Job Description

Work schedule:	Mid-May through mid-August
Immediate supervisors:	Associate Director, Residential Life and Wellness Services Associate Director, Student Life
Reports to:	Director, Student Affairs and Academic Services
Compensation:	\$10.50/hour (approximately 30hrs/week) + single room & meal plan Pay increases to \$10.75/hour on July 1, 2018 (<i>per minimum wage increase</i>)

Note: No housing will be provided after the contract ends; however, there will be an area at Kaneko Commons where you can store your belongings between the end of contact and the beginning of fall semester if needed.

General Description

Under the direction of ASP Student Affairs staff, the summer programming coordinators are responsible for supporting, planning, and implementing co-curricular opportunities and special programs. Coordinators support a living environment conducive to academic success and supportive of physical, social, and emotional wellbeing of all of the residents in the summer community. In addition, coordinators also help support and facilitate TIUA and ASP special programs throughout the summer. Programming areas in which the coordinators will work include, but are not limited to:

- Stress relief and wellness to help students manage stress during a rigorous academic summer semester

- Student activities and larger social events
- Campus recreation, including outdoor, intramural sport, and fitness programming
- Community service learning
- Support and mentorship of and collaboration with ASP student leaders
- Multicultural and intercultural learning opportunities

This is a full-time paraprofessional staff position that incorporates a level of operational responsibility. When accepting the coordinator, it is important to do so with the full understanding that it requires a full-time commitment to working within a professional intercultural learning environment where the work hours may vary from week to week. *Additional employment must be approved by the Director of Student Affairs and Academic Services.*

Minimum Qualifications

- Current Willamette University undergraduate student with at least 2 academic semesters at Willamette (seniors included)
- Strong interest and commitment to work with international students, undergraduate peers, staff, and faculty members.
- Demonstrated commitment to academic excellence (GPA 2.5+, unofficial transcript required)
- At least 2 semesters of student leadership experience in one or more of the following areas at Willamette University or another university:
 - Campus Recreation
 - Community Service Learning
 - Student Activities
 - Multicultural Affairs
 - American Studies Program
- Demonstrated responsibility, decision-making skills
- Good conduct record as a student
- Willingness to work a flexible schedule, including evenings and weekends.
- Able to meet Travel Procedure Qualifications:
 - Passed “Safe Driver Program” training through Campus Safety
 - Good driving record certified by Willamette University
 - Be at least 19 years of age
 - Hold a valid US driver’s license with a minimum of two years of driving experience as of May 10.

Applicants must verify that they do not have a medical condition that limits them from driving a vehicle.

Preferred Qualifications

- Programming experience (planning programs and events for other students)
- Cross-cultural experience and sensitivity to cultural difference
- Experience working in a summer camp setting as a camp counselor or similar position or working with elementary school children.

Responsibilities

1. Participate in all mandatory trainings and weekly staff meetings
2. Coordinate and facilitate a comprehensive programming plan for the ASP summer semester and summer vacation periods.
3. Collaborate with ASP student leaders to jointly facilitate programming in different areas of student involvement, including those listed in the general job description.

4. Manage the summer programming calendar and schedule under the guidance of immediate supervisors. Ensure that summer programming supports a healthy, successful academic environment during the ASP summer semester.
5. Create new, original programming under the guidance of immediate supervisors.
6. Facilitate specific programming as requested by Student Affairs staff.
7. Foster opportunities for students to speak English within and outside of the residential community. Help support an environment where all students feel comfortable and motivated to study and speak English.
8. Work effectively as a member of a team of coordinators. Demonstrate collaboration and support, including discussing positive and constructive feedback.
9. Keep accurate records of all activities, concerns, and student trips and submit reports to supervisor(s) as needed.
10. Help manage material and supply check in and check out. Make sure that supplies are used for university programs only and that they are put away after use.
11. Support, plan, and/or facilitate special summer programming. These programs include (but are not limited to):
 - **Explore Japan Day Camp:** a one-week day camp/summer school opportunity for Salem youth to explore Japanese language and culture with ASP students as the teachers of the camp and coordinators supporting lesson planning and camp facilitation. This program is a partnership between TIUA and the Salem Keizer Education Foundation (SKEF) and is a part of SKEF's summer camp program.
 - **Summer Volunteer Week:** a five-day program where coordinators plan a series of service learning opportunities within the Salem community for a group of around 10 ASP students. Coordinators work with local organizations to schedule volunteer projects, create reflection materials and facilitate reflection with participants, and plan meals during the week.
 - **Tokyo Jogakkan:** a two-week academic and experiential program at TIUA for students from an all-girls high school in Tokyo, Japan. Assist by helping to hire and supervise student staff, prepare materials, and participate in a variety of fun activities.
 - **Summer sports program [tentative]:** a 2-week summer program for student athletes from TIU. The students will participate in both academics and co-curricular programming.
12. Maintain a high level of professionalism, including understanding and following all university policies, including housing policies as a resident of Kaneko Commons.
13. Facilitate evening and weekend programming. "Off" days may not necessarily fall on a Saturday and Sunday.
14. Maintain a drug-free and alcohol-free workplace.
15. Assume other responsibilities as assigned

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:

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

Tentative hiring schedule for summer 2018 [subject to change]

February 26 – March 9:

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

Thursday, March 15:

Group interview 6:15-8:00pm, Kaneko Commons

Late March:

Hiring notifications

May 9-11:

Mandatory coordinator training