Job Description: **Graduate Coordinator for the ConnecTU Summer Experience Program**

**Department Name:** Tulane University, Center for Academic Equity

**Reports To:**
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**Position Location /Address:**
Tulane University, Center for Academic Equity  
6823 St. Charles Avenue  
Richardson Building 102  
New Orleans, LA 70118

**Position Shift / Work Schedule:**
Temporary Full-Time Staff Member (37.5 hours of week)

**Start Date:** Friday, June 16, 2023  
**End Date:** Wednesday, August 9, 2023

*This role will be conducted in-person with the exception of a virtual onboarding meeting on Friday, June 16, 2023. This role will require the selected graduate student(s) to live in New Orleans, LA in a residence hall from Tuesday, June 20-Wednesday, August 9, 2023. The graduate student staff selected must be able to work the entire bridge program.*

**DEPARTMENT INTRODUCTION**

The [Center for Academic Equity (CAE)](https://www.tulane.edu/academic-equity) provides undergraduate students from historically underrepresented groups with unique enrichment opportunities and generous need-based support. The Center’s programs and events offer Tulane students a pathway to engage in meaningful conversations regarding diversity and equity to further a culture of support, inclusivity, and mutual respect for all within Tulane University and beyond. Our staff cultivate collaborations with campus and foundation partners to offer a myriad of learning experiences and support for each student population we serve to foster the academic, social, and professional skills needed to thrive on campus and ensure student persistence and success.

**PROGRAM OVERVIEW**

The ConnecTU Summer Experience Program is a bridge program that invites 30 talented scholars to participate in courses and programming intended to support academic excellence and retention among this cohort in a small class context. These students often identify as students of color, first-generation college students, low-income students, LGBTQ+ identifying students, and [College Track](https://www.tulane.edu/academic-equity) scholarship recipients. Students have the option to participate in a General Education track or STEM track, earning up to five credits across two of the three offered courses; College Math Preparation [MATH 1001], Writing at Tulane University [ENG 1010], and Preparatory General Chemistry [CHEM 3660]. Throughout the summer, participants become familiar with departments
and centers across the institution that support student success. The summer experience program will also engage students in study skills development through supplementary instruction, study groups, and one-on-one mentoring. This program presents an opportunity for the university community to advance equity by bridging the achievement gap for students from diverse backgrounds. In addition, the program exposes students to the city of New Orleans through off-campus excursions.

**POSITION SUMMARY**

The Graduate Coordinator is a key staff member who works in coordination with the CAE Associate Director to facilitate the ConnecTU Summer Experience Program. In this role, the Graduate Coordinator will help foster a community conducive to student success by providing academic support, programming, leading discussions about diversity and inclusion, and encouraging positive behaviors in the residential community. The Graduate Coordinator plays a vital role in overseeing the residential community that houses all ConnecTU students, with support from Wave Advisors who serve as peer mentors that provide additional programmatic and academic support and assistance in the residence hall. The Graduate Coordinator will also co-advises the Wave Advisors, assist with administrative tasks related to assessment, and create co-curricular and social programs to support the mission of the Summer Experience. This internship’s contract period is Friday, June 16, 2023 - Wednesday, August 9, 2023.

**DUTIES & RESPONSIBILITIES**

**Residence Hall Management - 40% of Job**

- Oversee and enforce university and Tulane University Housing and Residence Life policies and procedures
- Maintain accurate records of residents and issues that occur within the residence hall
- Monitors general upkeep and facility care of area within assigned residence hall
- Conducts bi-weekly floor meetings with all program participants
- Participates in on-call rotation, requiring immediate availability to address crisis, facility issues, and responding to issues as needed
- Promotes student safety, well-being, and enforces evening curfew
- Utilize conflict resolution and mediation skills to identify and address behaviors that are detrimental to the individual and/or community, including roommate conflicts
- Provides regular updates regarding students to CAE staff

**Student Advising - 30% of Job**

- Provide ongoing training and advising to five Wave Advisors
- Schedule regular group and one-on-one meetings with Wave Advisors to facilitate communication, provide support, and follow-up on tasks and projects
- Maintain high level of intentional student interaction to stay informed of needs, concerns, and academic and personal growth
- Advise students in the broad areas of academic, career, and personal concerns
- Provide guidance and mentorship and acts as a resource to students, and when necessary, provides referrals to campus units which can best serve student needs
Community Development & Event Coordination - 25% of Job

- Facilitate the development of a positive and inclusive community through the coordination of social and co-curricular programs that can include, but are not limited to, team building exercises, dialogues across difference, study breaks, and field trips off campus
- Guide Wave Advisors in the development and implementation of a community development plan that involves peer led workshops and activities
- Develop meaningful connections with students and staff by being available and visible within the program
- Collaborate with faculty and program staff to promote the academic success of program participants
- Encourage student involvement and participation in program activities
- Identify and address the developmental needs of students through educational interactions and programs
- Assist in the development and implementation of program goals and assessment

Other Duties as Assigned - 5% of Job

- Performs other duties as requested or required, whether or not specifically mentioned in this job description

REQUIRED EDUCATION AND EXPERIENCE:

For consideration, candidates must possess the following qualifications:

- Full-time enrollment in a current graduate level program
- Excellent interpersonal communication skills
- Demonstrated ability in creating positive, intentional growth and engaging opportunities for students and staff

PREFERRED QUALIFICATIONS:

- Academic background in student affairs, sociology, social work, psychology, or related fields
- Experience working with historically underrepresented students
- Experience developing programs and events
- Residence Life experience welcomed but not required

COMPENSATION

This summer internship begins Friday, June 16, 2023 (remotely) with the expectation of starting in-person on June 20, 2023 to live on-campus for the duration of the program. The selected candidate will receive:

- Single-room, housing for the duration of the program (June 20-Aug 9)
- On-campus meal plan for the duration of the program (June 20-Aug 9)
- $5000 stipend (June 16-August 9)
- Possible travel assistance if location is outside of the greater New Orleans area

APPLICATION MATERIALS:

- The application for this position is due by Friday, February 27, 2023 using the following link: https://tulane.co1.qualtrics.com/jfe/form/SV_3Ua4V8optmdz3Ya
- Application materials required: resume, cover letter, and three references