



2018 Summer College/Academy for High School Students

Internship 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 8 – August 3

Dates for Summer Academy program participants: July 15 – August 3

Dates for Intensive STEM Academy participants: July 8 – 13

2018 Work Dates

Administrative Positions: June 24 – August 4

Resident Assistant: July 1 – August 4

- Below are positions for which we are hiring for next summer and the estimated number of people who will be hired for each position.
- All on-site 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 on-site staff members are expected to work rotational shifts throughout the night.
- Below are positions for which we are hiring for next summer and the estimated number of people who will be hired for each position:
 - **On-Site Director – June 24 - August 4 (2)**
 - **On-Site Director of Logistics – June 24 - August 4 (2)**
 - **On-Site Dean of Residence Life – June 24 - August 4 (3)**
 - **On-Site Residence Hall Director – June 24 - August 4 (10)**
 - **On-Site Resident Assistant – July 1 - August 3 (20)**
 - **On-Site Academic Coordinator – June 24 - August 4 (2)**
 - **On-Site Assistant Academic Coordinator – June 24 - August 4 (3)**
 - **Writing Tutor – July 10 - August 2 (2)**
 - **Teaching Associate – July 15 - August 2 (10)**
 - **On-Site Office Assistant – June 24 - August 4 (2)**

Equal Opportunity Employer Statement

Duke University is an Affirmative Action/Equal Opportunity Employer committed to providing employment opportunity without regard to an individual's age, color, disability, genetic information, gender, gender expression, gender identity, national origin, race, religion, sex, sexual orientation, or veteran status.

Duke aspires to create a community built on collaboration, innovation, creativity, and belonging. Our collective success depends on the robust exchange of ideas—an exchange that is best when the rich diversity of our perspectives, backgrounds, and experiences flourishes. To achieve this exchange, it is essential that all members of the community feel secure and welcome, that the contributions of all individuals are respected, and that all voices are heard. All members of our community have a responsibility to uphold these values.

Position: On-Site 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 mentor and evaluate the senior administrative staff including the On-Site Academic Coordinators (AC), Director of Transportation (DOT), On-Site 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 mentor 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, mentorship, 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 have a clean driving record from the last three years 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 \$5,650 for approximately six weeks.

Position: On-Site 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 mentored by, and works in unison with, the On-Site 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 mentor the Resident 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 On-Site 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 On-Site 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 On-Site 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 have a clean driving record from the last three years 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 On-Site 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 \$4,100 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, 2018**.

Position: On-Site 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 mentored by, and works in unison with, the On-Site 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 mentor and evaluate the residential staff.
- Work with the administrative staff to train and mentor the Residence Assistants.
- Work in unison with the On-Site Director of Summer College/Academy for High School Students programs to oversee and 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 On-Site Director of Summer College/Academy for High School Students programs.

Additional Requirements

- Should driving be required, staff member needs to have a clean driving record from the last three years 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 On-Site 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

nicki.charles@duke.edu

+(919) 684-8763

Applications must be received by **May 30, 2018**.

Position: On-Site 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 mentored by, and works in unison with, the On-Site 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 mentor and evaluate the residential staff for Summer College/Academy for High School Students programs.
- Work with the administrative staff to train and mentor the Resident Assistants.
- Understand and adhere to FERPA, HIPPA, TITLE IX, and confidentiality guidelines.
- Work in unison with the On-Site Director of Summer College/Academy for High School Students programs to oversee and address student and staff disciplinary issues.
- Take the lead for coordinating all residential logistics (room inspections and assignments, scheduling duty roster, etc.).
- Participate in committees and clubs in which interns will collaboratively 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 On-Site Director of Summer College/Academy for High School Students programs.

Additional Requirements

- Should driving be required, staff member needs to have a clean driving record from the last three years 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:

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, 2018**.

Position: Resident Assistant

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 mentored by, and works in unison with, the On-Site Dean of Residence Life and the Residence Hall Director.
- Maintain the highest level of attention to risk management and safety for staff and students.
- Work in unison with the On-Site Dean of Residence Life and the Residence Hall Director to oversee and 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.
- Resident 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 committees and clubs in which interns will collaboratively 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 On-Site 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 On-Site Director of Summer College/Academy for High School Students programs.

Additional Requirements

- Should driving be required, staff member needs to have a clean driving record from the last three years 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:

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, 2018**.

Position: On-Site 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 mentored by, and works in unison with, the On-Site 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 mentor and evaluate the Assistant Academic Coordinators, Instructors, Teaching Assistants and all study sessions and education expos.
- Work with the administrative staff to train and mentor the Teaching Assistants.
- Understand and adhere to FERPA, HIPPA, TITLE IX, and confidentiality guidelines.
- Oversee and work in unison with the On-Site 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 On-Site 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 member needs to have a clean driving record from the last three years 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 On-Site 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:

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, 2018**.

Position: On-Site 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 mentored by the On-Site 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 On-Site 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 member needs to have a clean driving record from the last three years 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 On-Site 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, 2018**.

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 mentored by, and works in unison with, the On-Site Academic Coordinator.
- 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 On-Site 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 have a clean driving record from the last three years 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, 2018**.

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 mentored 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 mentor the Resident 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 \$2,350 for approximately six weeks.

Additional Requirements

- Should driving be required, staff member needs to have a clean driving record from the last three years 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.

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Duke Continuing Studies and Summer Session

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+(919) 684-8763

Applications must be received by **May 30, 2018**.

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 mentored by, and works in unison with, the On-Site 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 On-Site 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 member needs to have a clean driving record from the last three years 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 20-40 hours

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, 2018**

Please note that the Summer College and Academy staff are considered to be seasonal Duke University employees and are paid according to the University's regular monthly payroll schedule.

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 \(East Campus\)](#)