

POSITION DESCRIPTION

On-site Coordinator

For Jefferson Lab & VIMS Summer Residential Governor's School In Engineering and Marine Science

Overview

The On-site Coordinator for the Virginia Summer Governor's School for Jefferson Lab/VIMS Mentorship is responsible for day-to-day transportation, planning, implementing, and supervising of all co- and extra-curricular activities of the students who have been selected to attend the program. This person will report to the Director of Precollegiate Learner Programs at William and Mary, and work closely with the site administrators, and the host site, Christopher Newport University, and the residence-life advisors to ensure that the infrastructure is in place to support the program. Two residence-life advisors will provide direct supervision for approximately 18 high school students, 24 hours a day, seven days a week for the four-week mentorship program.

Position Description

1. Build and foster community in a non-threatening environment for physical, mental, emotional, and spiritual development,
2. Develop program activities and schedule,
3. Host a parent orientation,
4. Understand the Governor's School policies and procedures, enforcing them fairly and equitably,
5. Prepare a policy booklet for parents,
6. Communicate with CNU administrator for the residence arrangement,
7. Communicate with parents with a welcoming packet,
8. Communicate with Jefferson Lab and VIMS to organize schedules and badges,
9. Live in-residence hall with the students,
10. Maintain a visible presence on the CNU campus,
11. Act as support staff for the curricular goals of the program as requested by the program faculty,
12. Oversee all RAs,
13. Organize a final product presentation day,
14. Communicate effectively with students, other RAs, parents, mentors and administration, and
15. Serve as a friendly, flexible, positive role model for students.

Requirements

1. Graduate of a four-year college or university and at least 25 years of age,
2. Experience and training in the scientific research process,
3. Motivated to work with high school students who are gifted in science and engineering,
4. Must have a valid driver's license,
5. Ability to budget time, and
6. Willingness to live on-site in dormitory facilities (private room) for four-week.

For further questions, please call Mihyeon Kim, JLAB/VIMS Governor's School Director (757)221-2458 or email mxkim3@wm.edu