



**2016 Summer College for High School Students
2016 Summer Academy for High School Students
2016 Honors Institute for Middle School Students**

Employment Opportunities

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 positions described below are open for the Summer College program, the Summer Academy program, and the Summer Honors Institute.

2016 WORK DATES

For Summer College Positions:

Senior Administrator Positions: June 29 – August 6

Residential Assistant: July 6 – August 6

Dates for Program Participants: July 10 – August 5

For Summer Academy and Summer Honors Institute Positions:

Senior Administrator Positions: June 29 – August 6

Residential Assistant and: July 6 – August 6

Teaching Assistant Positions: July 13 – August 6

Dates for Program Participants: July 16 – August 5

- **Onsite Director**
- **Onsite Director of Logistics**
- **Onsite Dean of Residence Life**
- **Onsite Residence Hall Director**
- **Onsite Resident Assistant (multiple positions)**
- **Onsite Academic Dean**
- **Tutor (multiple positions)**
- **Teaching Assistant (multiple positions)**
- **Office Assistant**

Position: Onsite Director

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 supervised by, and works in unison with, the Director to supervise and evaluate the senior administrative staff including the On Site Academic Dean (AD), On Site Dean of Residential Life (DRL) and the Director of Logistics (DL).
- Maintain the highest level of attention to risk management and safety for staff and students.
- Possess cultural awareness.
- Work with administrative staff to train and supervise the Residential Assistants and Teaching Assistants.
- Serve as a liaison with conference services and oversee interactions with outside vendors as well as day-to-day fiscal management of Summer College/Academy/Honors Institute.
- 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/Institute and remain available 24/7 for the duration of the program for risk management purposes.
- Oversee human resource issues, training, supervision, evaluation and conflict resolution.
- 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.
- 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.
- Carry out additional duties as deemed necessary by the Director of Summer College/Academy/Honors Institute.

Additional Requirements

- Should driving be required, staff member needs to meet the minimum age requirement of 21 years, have a clean driving record, 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: Room on campus (if desired), meals, field trips, and activities fees, plus a stipend of \$4,700 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

nicki.charles@duke.edu

+(919) 684-8763

Applications must be received by **May 15, 2016**.

Position: Onsite 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 supervised by, and works in unison with, the Onsite Director of Summer College/Academy/Honors Institute.
- 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 supervise the Residential Assistants and the Teaching Assistants, including preparation of materials and creating the training schedule.
- Direct student arrival and departure days.
- Organize and maintain a professional, organized, and efficient working environment.
- Oversee transportation needs of students and staff, including arrival and departure days and all residential activities. Maintain a record of vehicle gas use, maintenance, and rental agreements. In the event of an emergency, the Director of Logistics is responsible for reporting the emergency immediately to the Onsite Director of Summer College/Academy/Honors Institute and to Dr. Charles.
- Successfully lead the students and staff 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 Onsite Director of Summer College/Academy/Honors Institute 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.
- Pack 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 Onsite Director of Summer College/Academy/Honors Institute.
- Is committed to working as a team player and has the ability to work independently when appropriate.

- This staff member is not required to live on-campus.

Additional Requirements

- Should driving be required, staff member needs to meet the minimum age requirement of 21 years, have a clean driving record, 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: Room on campus (if desired), meals, field trips, and activities fees, plus a stipend of \$3,360 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

nicki.charles@duke.edu

+(919) 684-8763

Applications must be received by **May 15, 2016**.

Position: Onsite 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 supervised by, and works in unison with, the Onsite Director of Summer College/Academy/Honors Institute.
- Maintain the highest level of attention to risk management and safety for staff and students.
- Directly supervise and evaluate the residential staff.
- Work with the administrative staff to train and supervise the Residential Assistants.
- Oversee and work in unison with the Onsite Director of Summer College/Academy/Honors Institute to address student and staff disciplinary issues.
- 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/Honors Institute and attend all residential events.
- Live on campus and is available 24/7 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 upholds residential guidelines.
- Carry out additional duties deemed necessary by the Onsite Director of Summer College/Academy/Honors Institute.

Additional Requirements

- Should driving be required, staff member needs to meet the minimum age requirement of 21 years, have a clean driving record, 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: Room, meals, field trips, and activities fees, plus a stipend beginning of \$4,700 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

nicki.charles@duke.edu

+(919) 684-8763

Applications must be received by **May 15, 2016**.

Position: Onsite 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 supervised by, and works in unison with, the Onsite 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 supervise and evaluate the residential staff for Summer College/Academy/Honors Institute.
- Work with the administrative staff to train and supervise the Residential Assistants.
- Oversee and work in unison with the On-Site Director of Summer College/Academy/Honors Institute to address student and staff disciplinary issues.
- 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 and attend all residential events.
- Live on campus and is available 24/7 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.
- Carry out additional duties deemed necessary by the Onsite Director of Summer College/Academy/Honors Institute.

Additional Requirements

- Should driving be required, staff member needs to meet the minimum age requirement of 21 years, have a clean driving record, 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: Room, meals, field trips, and activities fees, plus a stipend beginning at \$2,880 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

nicki.charles@duke.edu

+(919) 684-8763

Applications must be received by **May 15, 2016**.

Position: Residential Assistant (multiple positions)

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 supervised by, and works in unison with, the Onsite Dean of Residence Life.
- Maintain the highest level of attention to risk management and safety for staff and students.
- Oversee and work in unison with the Onsite Dean of Residential Life to address student and disciplinary issues.
- Together with the other members of the residential team, address residential logistics and create and run residential activities.
- Attend study sessions and evening classes.
- Bring cultural awareness of working with an international population.
- Maintain high visibility during Summer College/Academy/Honors Institute and attend all residential events. Residential Assistants will live on campus and be available 24/7 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 by means of personal inspiration, support, ownership, and compassionate guidance in potentially 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 Onsite Director prior to the program.
- Attend regular staff meetings.
- Work with Director of Residence Life to establish duty schedules and uphold residential guidelines.
- Carry out additional duties deemed necessary by the Onsite Dean of Residential Life and the Onsite Director of Summer College/Academy/Honors Institute.
- 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.

Additional Requirements

- Should driving be required, staff members need to meet the minimum age requirement of 21 years of age, have a clean driving record, 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: Room, meals, field trips, and activities fees, plus a stipend beginning at \$1,900 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

nicki.charles@duke.edu

+(919) 684-8763

Applications must be received by **May 15, 2016**.

Position: Onsite Academic Dean

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 supervised by, and works in unison with, the Onsite Director of Summer College/Academy/Honors Institute.
- Maintain the highest level of attention to risk management and safety for staff and students.
- Directly supervise and evaluate the Teaching Assistants and all study sessions and non-credit evening classes.
- Work with the administrative staff to train and supervise the Teaching Assistants.
- Oversee and work in unison with the Onsite Director of Summer College/Academy/Honors Institute to address student and staff disciplinary issues.
- Take the lead for coordinating all instructional logistics.
- 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 potentially 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 Assistant meetings and attend regular administrative meetings.
- Lead student orientation day on the first Sunday (July10), 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 Onsite Director of Summer College/Academy/Honors Institute.

- Although this person will maintain high visibility during Summer College/Academy/Honors Institute s/he is not required to live on campus; days off usually fall on Saturdays.

Additional Requirements

- Should driving be required, staff members need to meet the minimum age requirement of 21 years of age, have a clean driving record, 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: Room (if desired), meals, field trips, and activity fees, plus a stipend of \$3,360 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

nicki.charles@duke.edu

+(919) 684-8763

Applications must be received by **May 15, 2016**.

Position: Teaching Assistant (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 supervised by, and works in unison with, the Academic Dean.
- 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.
- 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 potentially 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 Onsite Director prior to the program.
- Attend student orientation day on the first Sunday (July 10), 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 Dean.
- Although this person maintains high visibility during Summer College/Academy/Honors Institute 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 meet the minimum age requirement of 21 years, have a clean driving record, 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: \$1,200 for three weeks. Housing not provided.

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 15, 2016**.

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 evening 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 supervised by, and works in unison with, the Academic Dean.
- 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 potentially challenging situations.
- 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 Onsite Director prior to the program.
- Attend student orientation day on the first Sunday (July 10), 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 Dean.
- Although this person maintains high visibility during Summer College/Academy/Honors Institute s/he is not required to live on campus. Days off usually fall on Saturdays.

Additional Requirements

- Should driving be required, staff members need to meet the minimum age requirement of 21 years of age, have a clean driving record, 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 of \$12 to \$20 for 2 hours a day. Work dates are July 19, 20, 21, 26, 27, 28, August 2, and 3.

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 15, 2016**.

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 supervised 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 supervise the Residential Assistants and the Teaching Assistants, including preparation of materials and creating the training schedule.
- Assist in the direction of student arrival and departure days.
- Organize and maintain a professional, organized, and efficient working environment.
- Assist with overseeing transportation needs of students and staff, including arrival and departure days and all residential activities. Maintain a record of vehicle gas use, maintenance, 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.

Compensation: Room, meals, field trips, and activities fees, plus a stipend beginning at \$2,100 for approximately five weeks.

Additional Requirements

- Should driving be required, staff members need to meet the minimum age requirement of 21 years of age, have a clean driving record, 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.

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 15, 2016**.

Please note that the Summer College/Academy/Honors Institute staff are considered to be seasonal Duke University employees and are paid according to the University's regular monthly payroll schedule. Therefore, paychecks will be received August 6, 2016.

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 \(East Campus\)](#)