



**Dean of Students Division
Summer 2010**

POSITION DEFINITION

Title: Bucknell Community College Scholars Residential Director

Position Summary/Scope:

The Bucknell Community College Scholars Program Coordinator is responsible, in conjunction with the Multicultural Student Services office within the Dean of Students division, for the operation and management of the residential experience for the thirty scholars during an eight-week period during the summer. This position will provide direction, training, mentoring, and support for three (3) Peer Counselors in areas of crisis management, peer counseling, and co-curricular programming initiatives. The Residential Director will also directly plan, implement, and assess evening and weekend activities to support classroom learning and exposure to the greater Lewisburg/Central Pennsylvania area.

The Residential Director will coordinate weekly house meetings with the scholars and Peer Counselors. He/She will also attend a weekly staff meeting with the Faculty and the Program Director to provide feedback and maintain open lines of communication throughout the six-week academic session. Upon conclusion of the academic session, the Residential Director will oversee the assessment of the residential experience and provide data to the Program Director.

Principal Duties/Responsibilities:

- 1) Arrive one week pre-summer session; depart one week post-summer session.
- 2) Develop a training program for and supervise three Peer Counselors.
- 3) Create a building and campus orientation program for scholars. Assist in connecting scholars with resources and opportunities available at Bucknell and within the Lewisburg/Central Pennsylvania area.
- 4) Create and implement six workshops (one per week) to address transitional issues for the scholars in areas of career development, writing skills, academic connectivity, available resources for research projects, connectivity within a college community, and making the transition from community college to a private college/university.
- 5) Mentor and advise students through transition issues.
- 6) Plan and coordinate social programming each weekend during the six-week academic session.
- 7) Maintain and directly oversee a programming budget.
- 8) Meet weekly with the scholars and Peer Counselors to discuss upcoming events and provide support to scholars that are having difficulties.
- 9) Meet one-on-one weekly with each Peer Counselor to maintain personal contact with the staff.
- 10) Coordinate the check-in process at the beginning of the summer session and check-out process upon the conclusion of the summer session.
- 11) Plan and implement a graduation ceremony for the scholars.
- 12) Coordinate the collection of all paperwork and required health forms for each scholar and Peer Counselor; maintain an accurate contact list throughout the summer session.
- 13) Provide direct on-call support during the six-week summer session for the Peer Counselors and scholars.

About Bucknell University

Bucknell University is America's largest private liberal arts university and is regularly ranked as one of the top 30 liberal arts universities in the country. Bucknell offers more than 50 majors and 60 minors, including the full range of liberal arts and pre-professional programs in law and medicine. All classes are taught by professors. Bucknell offers more than 200 student clubs and organizations. Its 450 acre campus is three hours by car from Philadelphia, New York, and Washington, D.C.

About the Jack Kent Cooke Foundation

The Jack Kent Cooke Foundation is a private, independent foundation established in 2000 through the will of Jack Kent Cooke to help young people of exceptional promise reach their full potential. The Foundation identified and supports young people of exceptional promise, application, deportment, and character who have financial need and demonstrate excellence in academic endeavors and extracurricular activities.

Bucknell University is one of eight schools selected to receive grant monies from the Jack Kent Cooke Foundation, and the allocation of the grant is used to provide each Bucknell Community College Scholar with tuition for two years of full-time enrollment at Bucknell, need-based funding for Scholar's room, board, books, etc., direct connections with a Bucknell faculty mentor, and an Individual College Plan tailored to each Scholar's needs, including an academic plan, a financial aid plan, and a calendar of significant events.

About the Bucknell Community College Scholars Program

Scholars must participate in a six-week program at Bucknell, team-taught by Bucknell faculty and faculty from the partner colleges. The program includes courses specially designed for Scholars that emphasize reading, writing, and quantitative analysis, special one-day sessions that Scholars may take to enhance academic skills (such as writing, library research, or technology), and a stipend to attend the Summer Program.

The partner colleges include: Community College of Philadelphia, Garret College, Harrisburg Area Community College, Lehigh Carbon Community College, and Montgomery County Community College.

About Lewisburg, Pennsylvania

Located in the rolling hill country of Central Pennsylvania, historic Lewisburg (population 5,600) is often called one of the top small towns in the U.S.

Trademark period lampposts dot the main and side streets that showcase eye-pleasing architecture, some of which dates to the 1700s. One of the best-preserved Victorian-era towns in the country, the borough of Lewisburg is on the U.S. Register of Historic Places.

The business district features a variety of small and unusual shops, coffee and fine-dining options, and art galleries and museums.

Prominently located on Market Street, the completely renovated Campus Theatre is one of the last authentic art deco movie houses in the world. Opened in 1941, the theatre continues to show quality first-run, independent, art, and foreign films.

For more information about this position, the Bucknell Community College Scholars Program, Bucknell University, and Lewisburg, please visit our employment page at:
<http://www.bucknell.edu/x31150.xml>