

Summer Bridge Program

Living Learning Community Assistant EMPLOYMENT DATES:

June 15 – Friday, August 31, 2020

General Description:

The Living Learning Community Assistant is responsible for supporting the academic and social transition of students participating in the Summer Bridge programs by providing a variety of services to meet the academic, career, and personal development needs of program participants. Community Assistants will work together to provide community development and special events and programs for approximately 40 students.

Summer Bridge Programs begin Monday, June 29, 2020 and end Friday, August 7, 2020. There will be mandatory training on June 18-26, 2020.

Community Assistants will also need to attend:

- New Student Orientation and the Welcome Event for STP students on Friday, June 26, 2020
- EMERGE English Welcome Event on Monday, July 29
- EMERGE Math Welcome Event on Monday, July 20, 2020
- EMERGE English Closing Event on Thursday, July 16, 2020
- EMERGE Math Closing Event on Thursday, August 6, 2020
- STP Closing Ceremony on Friday, August 7, 2020
- Post Summer Bridge focus group

Community Assistants will also support transition programs during Eagle to Learn Week from Monday, August 17-21, 2020.

Compensation for this position is housing in the Nest during the Summer Bridge programs and \$14 per hour at a maximum of 28 hours per week.

Primary Duties and Responsibilities:

1. Support the academic transition of Summer Bridge participants through conversations, role modeling and coordinating study groups.
2. Support the social transition of Summer Bridge participants and encourage community involvement through social activities, such as game nights, movie nights, etc.
3. Assist with the coordination and implementation of Summer Bridge welcome and closing events; Including, but not limited to, coordinating activities (team builders, etc.), identifying presenters and coordinating catering/refreshments
4. Assist with the coordination and implementation of STP civic engagement and reflection activities; including, but not limited to, researching and identifying activities, coordinating travel to each Northeastern location, scheduling presenters and facilitators and developing reflection activities.
5. Support students each day by providing opportunities to learn effective student success skills that will ease the transition to college.
6. Participate in a training experience prior to the beginning of Summer Bridge programs.
7. Attend weekly meetings with other Community Assistants and supervisor to review upcoming activities and student progress.
8. Facilitate regular communication among cohort success team program director and success coach)
9. Participate in assessment activities, including data collection, surveys, and focus groups.
10. Attend all campus visits and civic engagement events.
11. Perform other duties as assigned by supervisor.

Student Transition Services

5500 N. St. Louis Avenue
Chicago, Illinois 60625-4699
Phone: 773-442-5290

Minimum Qualifications:

1. Currently enrolled as a student in good academic standing at Northeastern Illinois University or possess a Bachelor's degree in Education, Counseling or related field from an accredited college or university
2. Excellent verbal, social and multi-tasking skills
3. Experience related to event planning, student success skills, developing non-cognitive and cognitive skills and career exploration
4. Experience with and an understanding of the educational, economic and cultural needs of underrepresented first-generation students transitioning to college
5. Experience in an urban college or university setting is preferred
6. Experience as a peer mentor/peer educator and tutoring experience in Math, Reading or Writing is preferred
7. Experience with residence life is desired
8. Experience with campus resources and campus and/or leadership development activities is desired.

Application Procedures

To apply for this position, please submit the Summer Bridge Programs Living Learning Community Assistant Application Form, your current resume, cover letter and the names, phone numbers and e-mail addresses of three professional or academic references to sts@neiu.edu by 5 p.m. on Friday, May 1, 2020.

Application and Interview Preparation

Students interested in applying to serve as a Summer Bridge Living Learning Community Assistants are strongly encouraged to meet with staff in the Career Development Office prior to submitting application materials and/or scheduling interviews. This will help ensure that you provide a strong resume and that you are well prepared for your interview.

To schedule an appointment call (773) 442-4680 or visit the Career Development Office front desk in B-119. The schedules of Career Development staff often are packed, so it is in your best interest to schedule an appointment as soon as you can. Walk in hours are also available for brief resume critiques or interview preparation.

**Summer Bridge Programs
Living Learning Community Assistant
Application Form**

Today's Date:

Name:

Northeastern email address:

Phone Number (cell or landline?):

Best Method to contact you: phone e-mail

NEIU ID Number:

Expected number of credits completed at Northeastern at the end of Spring 2020:

Why are you interested in this position?

Please describe your experiences, knowledge and skills that will help you succeed as a Summer Bridge Living Learning Community Assistant.

How can you use your experience, knowledge and skills to develop community for the Summer Bridge student residents and encourage students to form social networks?

What are the personal and professional goals you hope to achieve by becoming a Summer Bridge Living Learning Community Assistants?

What are some areas you would like to improve for your professional development?