



## Michigan Biology Academy Scholars Program

### **SUMMER RESIDENTIAL COORDINATOR (RC) – Position Available**

#### **About MBIO**

M-Bio is a two-year program for biology-interested students admitted to the University of Michigan. The program begins with an intensive summer residential academic program followed by two years of special programming. The M-Bio Program is designed to strengthen and diversify the cohort of students who will receive their biological sciences degree from the University of Michigan. Upon graduation, students who participate in M-Bio will be especially well prepared to seek career opportunities or to attend graduate or professional school in the biological sciences.

Twenty M-Bio students will begin this summer term living in a residence hall on U-M's central campus beginning June 23, 2012 and will participate in the UM Summer Orientation Program June 24 - 26, 2012. Beginning June 27th, M-Bio students will take three for-credit courses in math, science, and writing. In addition to a daily schedule of classes, M-Bio students will participate in evening study sessions, attend lectures, work closely with academic coaches, and participate in a rich array of social, cultural and personal growth experiences. The M-Bio Summer Program ends on August 15, 2012.

#### **Position Description**

- Professional, ten-week, half-time live-in position supervised by the M-Bio Summer Program Coordinator.
- Responsible for the on-site administration and management of a multicultural living/learning community of twenty Michigan Biology Academy Scholars. Create and maintain a positive learner-centered community. Support student development and facilitate a successful transition to college life.
- Provide training, support, supervision, and development for the two M-Bio Resident Peer Advisors (PAs). Provide positive staff relations through team-building activities and exercises. Provide feedback and recommendations for improved staff performance.
- Serve as M-Bio liaison to the Housing Division's Summer Hall Director and work closely with summer staff associated with other summer programs also housed in Mosher-Jordan.
- Serve as on-site conflict resolution officer and participate as a member of a primary crisis management team along with staff from Housing, Public Safety, Advising, and other M-Bio staff.
- Attend and facilitate staff meetings as appropriate with M-Bio staff, housing staff, and staff from other relevant programs and units.



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### Details of Job Responsibilities

- Nurture a learner-centered environment in the residence hall while promoting academic success
- Plan and coordinate daytime, evening, and weekend programs, under the supervision of the M-Bio Summer Coordinator, and in conjunction with M-Bio PAs that promote positive academic and social experiences
- Enforce student attendance and participation in all mandatory activities
- Direct safety and security problems to appropriate persons
- Work with the Mosher Jordan Hall Director to teach, communicate, interpret and administer residence hall community living standards including Housing Student Conflict Resolution Process and other University policies and procedures.
- Prepare regular reports, including final report after program ends
- Meet regularly with housing staff members such as Mosher Jordan Summer Hall Director, Resident Advisors, etc. and M-Bio staff members including Summer Program Coordinator, M-Bio Program Coordinator, PAs, etc.
- Manage procedures for M-Bio students' move-in and move-out
- Develop and implement weekly staffing schedule, including on-duty responsibilities
- Perform other duties as assigned.

### Compensation

Room and Board from June 8<sup>th</sup> (tentative date) - August 17<sup>th</sup>, 2012 plus a stipend of \$3,000 to cover work from early May to late August.

### Time Commitment

The position will begin with a few initial planning meetings in May then transition to a half-time, residential position beginning Friday, June 8<sup>th</sup> (Tentative). Responsibilities include many evenings and weekends, including on-duty regular assignments requiring close proximity to Mosher Jordan residence hall.

### Supervision

The M-Bio RC will be directly supervised by the M-Bio Program Coordinator and Summer Program Coordinator. Additional supervision provided by the M-Bio Steering Committee.

### Required Qualifications

- Bachelor's Degree
- Previous residential supervisory experience
- Excellent organizational skills
- Excellent written and oral communication skills
- Ability to communicate clearly and effectively with all members of the University community including students and parents
- Demonstrated excellent management skills, including in emergency situations



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### **Preferred Qualifications**

- Experience working with diverse student populations
- Familiarity with UM housing policies and procedures
- Interest in biological sciences

### **How to Apply**

Applicants should email a resume or CV and cover letter to [MBioSummer2012@umich.edu](mailto:MBioSummer2012@umich.edu). Paper copies may also be submitted to:

Joe Salvatore  
Summer Program Coordinator  
M-Bio  
1720 Chemistry  
930 N. University  
Ann Arbor, MI 48109

### **Deadline**

Applications must be received by Wednesday, February 22<sup>nd</sup>, 2012.