

## Appendix Q13 – Sample Job Descriptions

### Academic Program Coordinator

- Supervises the academic program faculty/staff
- Implements, evaluates and revises the academic curriculum
- Provides laboratory activities and resource materials
- Performs other duties assigned by the Project Director
- Acts in absence of the Project Director

Candidates should hold a Master's Degree and have a background in transportation or related work experience. Previous teaching/administrative experience at the middle and high school or college/university level is required.

### Faculty

- Provides daily academic instruction and related activities
- Assists with testing, evaluations, and career counseling
- Interacts with participants and administrative staff
- Performs other duties assigned by the Project Director and/or Academic Coordinator

Candidates shall be college/university professors and/or meet the institution's hiring criteria.

### Academic Aide

- Assists with academic instruction
- Organizes resource material
- Sets up laboratory activities
- Assists with coordination of field trips
- Assists with program opening and closing activities
- Accompanies participants to camps or activities, as necessary
- Assists with weekend activities, as necessary
- Interacts with the faculty, participants and administrative staff
- Performs other duties assigned

Candidates should have a minimum of 14--years (associate degree) of education.

### Resident Hall Manager

- Responsible for overall management of the day-to-day dormitory life, facilities, evening study sessions, and related activities
- Assists in the selection, orientation, and training of resident hall counselors and may be primarily responsible for their daily supervision
- May conduct regular meetings for the purposes of reviewing participant interactions, performance, dormitory activities and staff training
- Responsible for the implementation and supervision of study hours
- Serves as a liaison between the instructional and residential staff

The Resident Hall Manager (RHM) resides in the dormitory and takes his/her meals with the participants and other residential staff.

### Residence Hall Counselor

- Reports directly to the Resident Hall Manager or Project Director
- Lives in a residence hall and is responsible for the primary care of an assigned group of participants living in his/her building
- Monitors and implements university and/or residence hall policies.
- Fosters participants' academic and personal development.
- Chaperones participant off-campus trips and tours, and dining room supervision
- Reports all incidents in and around residence hall to RHM
- Reports to the RHM any cases beyond his/her disciplinary efforts (e.g., if participants refuse to cooperate)
- Cooperates fully with the Project Director and professional staff
- Promotes effective study and living habits
- Attends all special occasions/functions
- Assists with participant check-in/check-out
- Uses discretion in dealing with activities in the residence hall, as considered necessary and appropriate
- Coordinates weekend duties as assigned by the Project Director

The hall counselors should possess the desire to create and maintain a safe and healthy residential community. Candidates should be able to show previous work with conflict-resolution skills, peer mediation, crisis management, and the ability to respond to emergencies.