

Vanderbilt Programs for Talented Youth

VSA Proctor

Address: 1930 South Drive, Nashville, TN 37203

Website: <https://pty.vanderbilt.edu/pty/>

Organization Overview: At Vanderbilt Programs for Talented Youth, we believe that all children are entitled to an appropriate education. We believe that providing acceleration as well as challenging, inquiry-based educational opportunities best serve the intellectual needs of gifted children; that being able to work alongside true academic peers provides a sense of community and belonging that helps to meet the social and emotional needs of gifted children; and that crafting authentic creative learning experiences best allows gifted students to develop their full capacities as thinkers, problem-solvers, and compassionate people. We also believe that these developments do not emerge in a vacuum but involve deliberate research initiatives, quality professional development, and outreach programs that inform families, educators, and policymakers of the special needs of gifted individuals.

Position Description: A Proctor serves as in-residence counselor, mentor, and guardian for a group of 10-16 students each session for a total of three sessions during Vanderbilt Summer Academy. Proctors supervise students outside of class and lead a variety of recreational, social and other extracurricular activities. Additionally, Proctors assist with VSA logistics, helping to ensure smooth transitions between activities, sessions, and program operations. Proctors work closely with the residential leadership team to foster community, develop and implement routines, and to orchestrate small and large group activities. Student safety and wellbeing are chief among the Proctor responsibilities, and with maturity, flexibility, and enthusiasm, Proctors are expected to uphold and exemplify community standards, approaching their position with dedication and a conscientious spirit. Within their wide array of duties and responsibilities, VSA Proctors are expected to:

- Supervise a proctor group of 10-16 students and ensure their well-being
- Assist with Check-in/Check-out procedures for each session
- Supervise/converse with students during meal times
- Help maintain a safe, cordial, and supportive residential community for students
- Plan and coordinate age-appropriate recreational activities for VSA students
- Assist with various administrative duties as they arise

Because we expect Proctors to model appropriate behavior for students, we ask proctors to refrain from the following, and engaging in any of these behaviors while employed by VSA could constitute immediate dismissal and ineligibility for rehire:

- Possession/consumption of alcoholic beverages on campus or in the presence of students
- Possession, consumption, sale or distribution of illegal drugs
- Stealing or violence of any kind
- Maliciously breaking or damaging the property of others
- Possession of weapons
- Leaving the residence hall after curfew or returning after curfew (excludes "off" days and medical emergencies)
- Sexually inappropriate behavior
- Smoking while around students
- Inappropriate language
- Having overnight visitors inside the residence hall

Minimum Qualifications: The ideal candidate will be exceptionally mature, have experience working with teenagers and have a flexible and fair-minded approach to the working environment. Residential life/camp counseling experience a plus. A strong team player ethic and sense of humor an absolute must! While we have been known to hire current college freshmen for the Proctor position, do keep in mind that most of our Proctor staff members are current sophomores and juniors. Graduate students are also welcome to apply. Note also that employment with any PTY program will require a background check and viewing of essential training modules. Details regarding such requirements will be provided should applicant be selected for an interview.

01.18.2018

Application Instructions: Use this link to access the online application:
<https://forms.vanderbilt.edu/view.php?id=325464>

Desired Start Date: May 31, 2018

Position Location: Vanderbilt University

Position Type: Full-Time

Salary Type: Hourly

Wage Amount: \$7.50 per hour