There are four Program Coordinator (PC) positions available: (1) Young Women’s Leadership Institute; (2) Beyond the Gates; (3) Entrepreneurs-in-Training; and (4) Trip Coordinator. The PCs are directly supervised by the Director of Pre-College Programs and the Associate Director for Pre-College Programs and work in partnership with the Assistant to the Director, Graduate Assistants, and Resident Assistants. The PCs develop activities for summer students, including but not limited to, academic, recreational, cultural, community service, and career exploration activities. They are responsible for assigning Resident Assistants to serve as chaperones for events and trips, preparing sections of the student handbook, publicizing all activities, trips, and events, and maintaining the pertinent program or activities budget. Some PCs also act as liaisons to faculty and assist with logistics of the programs. Additional responsibilities may also be assigned as needed. All PCs will receive reports from previous years to assist in their planning for the current season and will create a report at the end of the program.

Summer 2016 Program Dates:

- **Summer in the City** (four-weeks): Sunday, June 26th – Saturday, July 23rd
- **Liberal Arts Intensive** (one-week): Sunday, July 10th – Saturday, July 16th
- **Young Women’s Leadership Institute** (9 days): Sunday, June 26th – Tuesday, July 5th
- **Dance in the City** (10 days): Sunday, July 10th – Wednesday, July 20th
- **Entrepreneurs-in-Training** (10 days): Sunday, June 26th – Wednesday, July 6th

Program Coordinator Position Descriptions:

**Young Women’s Leadership Institute (YWLI):**  
The Young Women’s Leadership Institute PC is responsible for developing all aspects of the week-long program with the assistance of information from previous years. Responsibilities include planning workshops, arranging speakers, coordinating alumnae workplace site visits, and designing residence hall activities (with the assistance of YWLI RAs). PC may also assist the two faculty members with logistics and communication with students. Candidates with experience or interest in Women’s, Gender and Sexuality Studies, leadership studies, and/or feminist activism may find this of particular interest.

**Beyond the Gates (BG):**  
The Beyond the Gates PC is responsible for organizing the career exploration program that is mandatory for all students in the four-week Summer in the City program and takes place every Wednesday from 9AM-5PM. The BG program includes trips to public and private sector organizations throughout New York City, on-campus meetings with professionals and/or Barnard alumnae, community service opportunities, college admissions workshops, and career exploration workshops. The BG PC develops contacts with outside agencies, maintains a contact database, and maintains communication with all site coordinators. In addition, the BG PC will assign Resident Assistants to chaperone events as needed. This position provides a wonderful opportunity to explore areas of career development and to network with alums and other professionals in various careers. The BG PC will also serve as liaison to the commuting students, with assistance from the PCP Office and Res Life Office staff.
Entrepreneurs-in-Training (ET):

The Entrepreneurs-in-Training PC is responsible for assisting the professional staff (entrepreneurs, marketing experts, leaders in industry, and startup ventures) in coordinating the smooth operation of this program, created in collaboration with the Athena Center. The ET PC will assist with the logistics of planned field trips, team projects, and the final presentations as well as communication between professional staff and students. A strong candidate may have an interest in entrepreneurship, economics or business and/or leadership or women’s studies. She should be organized and resourceful, in addition to being able to create and maintain records, schedules, and logistical information.

Trip Coordinator:

The Trip Coordinator is full-time and responsible for planning all evening and weekend recreational activities for students including, but not limited to, the purchase of tickets for Broadway shows, art and science museums, and New York City walking and boat tours. The PC is responsible for identifying the multitude of free activities New York City has to offer and planning cultural and social excursions throughout the city and working with the Residential Life staff to coordinate on-campus programs. The PC will also maintain a list of faculty field trips in conjunction with the PCP Office and will assign RAs to those faculty field trips as needed. The PC must be able to create and balance a budget, manage petty cash, and be responsible in the use of a College-issued credit card. She will also coordinate sign-up procedures for each event whether faculty field trip or excursion, manage the daily administration of excursions, and provide detailed instructions to the designated staff person. The PC must maintain regular office hours during the summer program to sell tickets and answer student, staff, and site coordinators’ questions. The PC will also organize the day-to-day logistics of non-ticketed events, sign-ups, and Resident Assistant information packets. A successful candidate will possess strong administrative, financial, and time-management skills, while also being creative, resourceful, and responsible.

Joint Responsibilities:

All PCs will assist with duties on the two Opening Days and must attend all student staff training and meetings. Each PC must create a list of events for the PCP Student Handbook based on templates from previous years. These lists must be completed by Thursday, May 31st, 2016, in order to print the handbook in a timely fashion. Guidance and direction will be provided by the Office of Pre-College Programs. In addition to these responsibilities, PCs will be asked to help coordinate end of summer activities and will be asked to chaperone excursions where needed.

Conditions & Expectations:

- The term of employment is from Monday, May 16 – Friday, July 29, 2016 including evening and weekend hours as noted.
- PCs are asked to familiarize themselves with a binder of information regarding their assignments prior to May 16th.
- PCs will participate in Student Staff Training from June 16 – June 25, 2016
- The Director of Pre-College Programs must approve all outside commitments, paid or voluntary, from Monday, May 16th – Friday, July 29th, 2016.

Qualifications:

- Be a currently registered, full-time student at Barnard College (CC or SEAS students may not apply);
- Maintain a cumulative GPA above 2.5 and have no more than two incompletes to date;
- Have ability to set priorities, exhibit sound judgment, and deal effectively with the public;
- Have effective communication skills, organizational skills, and mature sense of responsibility;
- Have a sense of humor, ability to work under pressure, and work both independently and as part of a team;
- Be proficient in Microsoft Office, including Access Database, Word, and Excel.
Benefits:

● Free air-conditioned single room for the duration of the Pre-College Programs: **Saturday, June 18th – Friday, July 29th, 2016.**

● Students in Barnard housing during the spring 2016 semester may request interim housing before the start of PCP training (Friday, May 13th - Friday, June 17th) and after the conclusion of the program (Saturday, July 30th - Friday, August 12th) at no charge. Housing will be in non-air-conditioned double rooms. **Students will be required to move multiple times and cannot use their interim assignment as a storage facility.**

● Students not living in Barnard housing for the spring 2016 may also request interim housing, before the start of PCP training and after the conclusion of the program (Saturday, July 30th - Friday, August 12th) at no charge. However, these students will be NOT provided interim housing until Sunday, May 22nd. Housing will be in non-air-conditioned double rooms. **Students will be required to move multiple times and cannot use their interim assignment as a storage facility.**

● Weekday meals and weekend brunches and dinner on campus provided during the duration of the program;

● One unlimited monthly MetroCard ($116.50) for use during the Pre-College Programs

● Optional gym membership at Columbia’s Dodge Fitness Center

● Four fully-funded excursions/activities with PCP students that can include Broadway shows, restaurants, etc.

● **Compensation from Monday, May 16th – Friday, July 29th is a stipend:**
  ○ Young Women’s Leadership Institute PC: $1,200
  ○ Entrepreneurs-in-Training PC: $1,200
  ○ Beyond the Gates PC: $1,200
  ○ Trip Coordinator: $1,400

Term of Employment:

The position of Program Coordinator with Barnard's Pre-College Program is an at-will position, which means that either the College or the Intern may discontinue employment at any time and for any reason, prior to the conclusion of the Program. Termination of employment includes loss of sponsored housing with the Program. In the event of termination, the Resident Assistant will receive a pro-rated share of the agreed stipend amount offered in exchange for the Intern's services.

Barnard College Non-Discrimination Statement:

*Barnard College does not discriminate on the basis of race, color, religion, creed, national or ethnic origin, sex, sexual orientation, age or disability in the administration of any of its educational programs or employment.*