

## **About Summer on the Cuyahoga**

Summer on the Cuyahoga (SOTC) is a unique summer internship program that recruits college students from eight specific schools and provides them with paid internships AND an immersion program. SOTC's ultimate goal is brain gain: To have these interns seriously consider launching their careers in Northeast Ohio after graduation. In 2019, SOTC will welcome 70+ students from CWRU, Colgate, Cornell, Denison, Oberlin, OWU, Smith, and University of Chicago for our 9-week program. **This position requires a live-in component, the CSU dorms for the duration of the summer.**

### **Purpose**

The SOTC Summer Program Coordinator is a terrific position for someone interested in higher education, non-profit management, marketing/ communication, event planning and program management. The SPC is responsible for coordinating SOTC's immersion program, which has three primary components: (1) group living (free for interns) at Fenn Tower on the campus of Cleveland State University; (2) up to 40 special events/presentations for interns, interested employers and volunteers; and (3) and networking with local alumni from the participating colleges. The SOTC Summer Program Coordinator will oversee these components, ensuring that goals and objectives for the program are accomplished in accordance with established priorities, time limitations, and budgetary parameters.

### **Overview of this position**

SOTC seeks a high-energy team player who enjoys working with college students. The successful candidate will wear many hats: concierge, logistics planner, event planner, photographer, newsletter writer, etc. We rely heavily on email communication and require prompt attention to email requests. Requests may come from interns, event presenters, SOTC staff or volunteers. We seek a highly organized individual who can maintain a positive, can-do attitude and generate enthusiasm among our participants.

SOTC hosts 40 events in nine weeks. The Summer Program Coordinator will work help to plan and coordinate these events, this will include evening and weekend hours. Access to civic and cultural organizations is unmatched. Additionally, the Coordinator will have daily interactions with a group of highly engaged college students.

While part of the job is exciting and interesting, there are facets of the job that are mundane, driving students to the bank/grocery store; setting up/cleaning up food for each event; organizing carpools, etc. These are important parts of the job, and we are looking for someone who will help out as needed.

The Summer Program Coordinator will report to SOTC's Executive Director and will supervise the Assistant Program Coordinator.

This is a temporary summer position which will be part-time (10 hours per week) from May 26-June 6 and then full-time (40+ hours per week) from June 7 – August 17, 2019. This position would be ideal for mature graduating seniors, graduate students, teachers, or other academics who are seeking summer employment. The Summer Program Coordinator will be required to live on-site with the interns in a residence hall on the Cleveland State University's campus, this housing is included,

occasional nights off may be coordinated with Assistant Summer Program Coordinator and supervisor approval. The Summer Program Coordinator must be willing to work the duration of the program without taking vacations (3+ days).

### **DAILY RESPONSIBILITIES/OVERSIGHT**

- Interact and maintain contact with students, staff, presenters, volunteers and the community in facilitating program objectives
- Monitor and update the student RSVP web page to ensure accurate information
- Encourage students to attend events
- Communicate details of each event to the interns **at least 48 hours** before an event
- Arrange carpools / transportation for each event and communicating the transportation details 48 hours prior
- Prepare and distribute driving directions for the events 24 hours prior to the event
- Order food for upcoming event
- Pick up the food for the current day's event
- Take pictures at each event
- Track carpool parking, handle RTA pass distribution
- Write a recap of the each event for the weekly newsletter

### **ONGOING RESPONSIBILITIES/OVERSIGHT**

#### Event Planning

- Order and distribute tickets as needed for events
- Communicate any event concerns with the SOTC Executive and Assistant Director
- Review and update the web site to reflect up-to-the-minute status of events
- Work with the SOTC Assistant Director to track event expenses

#### Administrative Duties

- Coordinate, monitor and supervise the activities of the SOTC Assistant Summer Program Coordinator
- Communicate regularly with the CSU Residence Life staff on issues pertaining to policies and facilities
- Participate in training for and understanding of CSU's Emergency/Non-Emergency Protocol for use when responding to situations
- Prepare periodic reports and records on program activities, progress, status, or other special reports for management and/or the SOTC Board of Directors
- **Other tasks that arise throughout the summer as assigned**

### **QUALIFICATIONS**

- Previous experience in program coordination with college students preferred
- Bachelor's degree required
- Knowledge of the Greater Cleveland area (including the business and nonprofit community, cultural and social attractions) required
- A car is required
- Strong organizational skills required

- Must have proficient written and verbal communication skills
- Must be able to change priorities in a fast-paced environment
- Strong technological skills needed, including proficiency in MS Office Suite. Familiarity with Google Docs, Photoshop, Adobe desired
- Background check will be required

\*\*\* Interested applicants should submit a **cover letter *and* resume** to:

Eric McGarvey, Executive Director

Summer on the Cuyahoga

*Please include your hourly pay requirements within the cover letter*

Job Types: Full-time, Temporary