LEADER FELLOW
PROGRAM: LEADERSHIP INSTITUTE (9 POSITIONS)

ABOUT US:
The Brown University Pre-College Summer Programs enroll over 5,000 middle and high school students (12-18 years old) from all over the world to engage in first-year college level coursework, and accompanying intellectual growth. Students enroll in courses ranging from one to seven weeks in length, with hundreds of courses to choose from. This is an opportunity for inquisitive students to experience college level academics, participate in fun and challenging activities, make decisions in an independent setting, and learn from and with a diverse group of peers.

There are numerous Pre-College programs for middle and high school students to choose from, and they can be found at http://www.brown.edu/academics/pre-college/overview.php. These Leader Fellows will work with and support students attending the Leadership Institute who are generally 15-18 years old.

GENERAL JOB DESCRIPTION:
The Leader Fellow position offers an opportunity for undergraduate students to gain experience in fostering welcoming and inclusive living-learning communities through working in residence life for summer pre-college programs. Each Leader Fellow will oversee an area of a residence hall with 10-15 students, encouraging and supporting their students’ holistic growth and well-being as individuals and as part of a larger community. The practical experience consists of several parts: intensive training led by professionals in student affairs; crisis management and student support; community building; academic assistance; leadership programming; coordination through hands-on leadership experience; and collaborative working relationships between residential life and academic administrative staff. This position reports to a Residence Director who is a graduate student enrolled in a Master’s program in Student Affairs.

The Leadership Institute holds three sessions, each two weeks in length.

Mission of Leadership Institute:
To help students develop and apply the knowledge, skills and attitudes associated with effective and socially responsible leadership. All Leadership Institute students create an Action Plan that addresses a pressing social issue in their school or community. Students develop these plans while they are here in the summer, present their ideas to their peers, and then work on the project when they return home. Review student plans in our digital Action Plan library which contains examples of the work our students have done in the past. For more information about the Leadership Institute: http://www.brown.edu/scs/pre-college/leadership/

This position requires an interest in working with college-bound high school students and engaging with them both intellectually and in a residential context. A successful Leader Fellow will have excellent organizational, communication, and leadership skills; attention to detail; the ability to follow through with assignments; and to work collaboratively as part of a team. In addition, a Resident Assistant will approach their work with a positive attitude, energy, enthusiasm, a sense of humor, flexibility, and the interest to work with students and staff from different backgrounds. Ideal candidates will have a commitment to social justice and previous
engagement with social change efforts. This live-in position requires staff to display professionalism, maturity, positive role modeling behavior, and good judgment at all times.

**PRIMARY JOB FUNCTIONS:**

- **Build a sense of community and belonging amongst the Pre-College program students in a specific area/building.** Students will change with each session.
  - Plan and facilitate activities and programs designed to promote community, wellness, and academic success.
  - Encourage students to attend community events offered by other staff and the School for Professional Studies.
  - Create and maintain door decorations for every member of the community prior to their arrival date.
  - Serve as a mentor and resource regarding policies and procedures.
  - Mediate roommate conflicts, and other conflicts as they arise.
  - Answer student and parent inquiries.
  - Chaperone on-campus social events and off-campus trips (days, evenings, and weekends).
  - Provide assistance with seven Sunday check-ins, ranging from 350 – 1,750 students each week.

- **Create safe and supportive environments for Pre-College program students**
  - Act as a liaison to refer students to appropriate resources as needed.
  - Serve on a 24-hour emergency duty rotation, which includes conducting rounds, submitting duty logs, assisting with lockouts, offering student support, and availability via duty phone issued by Brown University when the Leadership Institute is in session.
  - Report unsafe, inappropriate, and concerning behavior.
  - Enforce policies and procedures.
  - Accompany students to the hospital and/or doctors’ appointments, if necessary.

- **Training Responsibilities**
  - Attend and participate in Resident Assistant Training (no outside commitments during this time).

- **Collaborate with other staff to build community among peers**
  - Attend weekly staff meetings on Thursdays.
  - Meet with supervisor for weekly one-on-one.

- **Administrative work**
  - Complete administrative paperwork, including but not limited to health and safety forms, duty logs, and program forms.

- **Learn about and understand the Leadership Institute in order to better support their success in and out of the classroom.** Work with Pre-College Program Directors, where appropriate, to support these goals.

- **Work collaboratively with various departments such as Media Services, Brown Card Office, Facilities Management, Conference Services, Dining Services, and Athletics.**

- **Additional assignments**
  - Complete other duties as assigned.

- **Work evenings and weekends regularly.**

**LEADERSHIP INSTITUTE SPECIFIC RESPONSIBILITIES**

- **Attend and participate in additional Leader Fellow Training, which includes Challenge Course/Low Ropes facilitation training.**

- **Plan and facilitate activities designed to promote community and leadership development.**

- **Provide daily classroom support to instructors and assist students with assignments as needed.**

- **Facilitate an outdoor Challenge Course/Low Ropes course for students.**

- **Participate in a debrief meeting with Program Director after students leave on Sunday, August 6, 2017.**
• Assist students with the development of an Action Plan and provide logistical support for the Closing program and Action Plan presentations

**REQUIREMENTS:**
• Must be an undergraduate student.
• Due to the nature of the work, Leader Fellows are not permitted to have other obligations, including, but not limited to, employment, internship, or academic course (unless directly connected to internship—must be approved by Residential Life).
• Evening and weekend work is expected.
• Limited time off between Leadership Institute sessions and based on supervisor approval.
• Finalists receive a conditional offer of employment pending the outcome of a criminal background check.

**COMPENSATION:**
• $3,150 total stipend. Paid bi-weekly and will be prorated in the instance of early departure.
• Contract Dates are June 3 - August 7, 2017.
• A single room and a meal plan.