



**TITLE:** Residential Coordinator (RC)

### **POSITION PURPOSE**

The CPASS Foundation is looking for dedicated Residential Coordinators (RCs) to join our team for a seasonal summer job, supporting our [STEMM Scholars Academy](#), a five-week high school residential Science, Technology, Engineering, Math, and Medicine (STEMM) program. As an RC, you will play a crucial role in helping our Scholars develop into STEMM practitioners who are socially conscious and committed to positively impacting their communities, both locally and globally. If you're passionate about working with underrepresented youth and dedicated to their growth, we encourage you to apply for this opportunity. You will participate in comprehensive training sessions led by our experienced trainers during your onboarding period.

### **Position Details**

- **Temporary Position:**

- ☞ **All Staff Training**

- Training will take place from June 10 – July 3, with a mix of evening sessions (approximately 3 hours), full-day sessions (up to 8 hours beginning June 23), and asynchronous work.

- ☞ All Staff Training:

- June 10, 2025 – June 27, 2025 (Full-time, Asynchronous and synchronous, Virtual)
- **In-Person Training:** July 1 – July 3, 2025. (Full-time)

- ☞ **CPASS STEM Scholars Academy:** July 5, 2025 – August 9, 2025 (Full-time, In-Person)

- **Compensation:**

- ☞ Stipend, \$4,700.00
- ☞ This is an exempt non-benefited position

*Should the employee miss any hours or days of work, the daily and therefore total compensation will be adjusted accordingly. If your assignment ends earlier than we anticipate for any reason, your compensation may also be reduced accordingly.*

- **Passion for Impact:** If you're passionate about working with underrepresented youth and dedicated to their growth, we encourage you to apply for this opportunity.

### **Role and Responsibilities:**

As an RC, you will report to the Residential Director (RD) and play a vital role in ensuring the safety, well-being, and development of a group of underrepresented high school Scholars during the STEMM Scholars Academy. The Scholars will be engaged in programming and field trips at our various program partner locations, including but not limited to Lewis University, the Griffin Museum of Science and Industry (MSI), and The Chicago School (TCS).

### **Key Responsibilities:**

#### Program Oversight:

- **Supervision:** Directly oversee high school Scholars (minors) in residence serving as their point of contact and providing guidance and support.
- **Program Management:** Collaborate with the residential staff to plan, manage, and facilitate the program's daily activities, including evenings, weekends, and emergencies.
- **Administrative Duties:** Ensure administrative tasks, such as surveys, incident reports, scheduling, event planning, coordination, and tracking, are completed timely and effectively.
- **Team Development:** Foster a culture of leadership, teamwork, and high performance among the residential team.
- **Stakeholder Relations:** Maintain positive relationships with Scholars, staff, university personnel, and all program stakeholders. Represent the CPASS Foundation positively and professionally.



#### Residential Program Support:

- **Residential Curriculum Execution:** Successfully executes the program's residential curriculum, ensuring fidelity to program objectives.
- **Residential & Academic Event Participation:** Attend, develop, and support both academic and residential events.
- **Safety and Well-being:** Ensure the safety and social-emotional needs of high school Scholars (minors) by overseeing residential supervision and safety protocols while on campus and off-site.
- **Scholar Conduct:** Communicate and uphold program rules, addressing any Scholar misconduct per CPASS and university policies.
- **Scholar Support:** Collaborate with the residential team and academic team to identify Scholars who may require additional support and contribute to the development and delivery of support plans.
- **Relationship Building:** Build and maintain positive relationships with all Scholars and university personnel. Positively represent the CPASS Foundation.
- **Incident Response:** Report, document, and follow up on any Scholar misconduct as per CPASS and university policies and core values.
- **COVID-19 Compliance:** Ensure compliance with COVID-19 safety precautions and university vaccine mandates.

This role requires on-campus residency from Monday to Friday between 3:00 pm and 9:30 am and full-day availability on weekends. Some RCs will remain at the Lewis University campus for the full five weeks, while another group will spend three weeks on a separate campus before transitioning to Lewis for the final two weeks of programming. Evening and weekend programming will focus on STEMM education, college preparation, mental health, and social justice. As an RC, your role includes supporting Scholar success in STEMM by facilitating workshops, wellness activities, and other events.

#### **ABOUT CPASS FOUNDATION**

CPASS Foundation introduces middle school, high school, and college Scholars from underrepresented backgrounds to STEMM fields, majors, and career opportunities. We provide access to STEMM-related activities, education, and training, fostering confidence and expanding career pathways in industries like technology and healthcare.

Through partnerships with universities, medical schools, and organizations, we offer enriching after-school, weekend, and summer programs that strengthen STEMM skills.

Our STEMM Scholars Academy is a five-week, immersive summer program where high school Scholars explore STEMM on a college campus alongside peers. Partnering with institutions like the Griffin Museum of Science and Industry, The Chicago School, and Lewis University, the Academy allows Scholars to return for up to three summers. The program includes courses in math, science, project-based STEMM workshops, college prep, social justice, and English language arts.

Beyond the classroom, Scholars gain networking opportunities with STEMM professionals of color, industry partner visits, mentorship, and year-round academic support—including intensive math enrichment, career workshops, and college prep—all at no cost.

#### **Your duties will include:**

The ability to form positive and professional relationships with ethnically and culturally diverse youth and staff, as well as the capacity to work independently and collaboratively while giving and receiving feedback. Candidates should be willing to be hands-on, proactive in conflict resolution, and adept at problem-solving as challenges arise.

#### **MISCELLANEOUS**

- Performs other duties as assigned.

#### **PREFERRED QUALIFICATIONS**

**Required Education:** Recent college graduate or currently enrolled at a university or college as a rising junior or above.  
Desired field(s) of study: Science, Technology, Engineering, Mathematics, or Medicine



### Minimum Competencies:

- **Commitment to Inclusivity:** A demonstrated commitment to working with underrepresented populations and individuals of diverse backgrounds.
- **Experience:** Prior experience working with diverse high school-age Scholars is advantageous and demonstrated leadership skills
- **Mission Alignment:** Strong commitment to the organizational mission and a belief in the importance of STEM diversity, while upholding ethical standards.
- **Result-oriented:** A results-driven approach, strong decision-making skills, adaptability to overcome obstacles, and an unwavering focus on goals and deliverables.
- **Collaboration:** Exceptional communication, professionalism, time management, and organizational skills. Punctuality and dependability are crucial, as is the ability to navigate challenging conversations.
- **Relationship Building:** A respectful approach to individual differences, humility, patience in addressing situations, and active listening to multiple perspectives. Ability to serve as a role model for Scholars.
- **Problem-Solving:** Curiosity, innovation, critical thinking, adaptability, and the ability to think creatively when faced with unexpected challenges.
- **Resilience:** A growth mindset, adaptability, and reflective practices to achieve desired outcomes efficiently.
- **Technical Proficiency:** Advanced knowledge of Microsoft Word, Excel, PowerPoint, and other Office tools.

Interest or skills in sports, yoga, art/expression, and/or wellness activities are a plus, as are Spanish fluency and CPR/First Aid certification. Position requires walking, sitting, and standing day to day. Climbing stairs, running, and participation may be required during community activities. Lifting and carrying up to 20 lbs of supplies may be required. Staff must adhere to COVID-19 safety precaution protocols put in place. All scholars and staff will be required to comply with the CPASS and university vaccine mandate for in-person programming. However, vaccine exemptions will be considered based on medical exemptions, disability accommodations, or religious objections on a case-by-case basis.

### PERFORMANCE METRICS

1. Execution and delivery of assigned projects.
2. Number of project deliverables that meet the expectations of the funders and collaborating partners.
3. Satisfaction from team members and partners.

### HOW TO APPLY

- Complete an online application [here](#).
- The application includes a place to upload your resume and cover letter and to provide written responses to specific prompts.
- Address cover letters to the Hiring Committee. No phone/email inquiries will be accepted.
- Candidates must pass all background checks.
- This position is contractual.
- This position will close when filled.

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Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. CPASS encourages applications from women, people of color, individuals with disabilities, and lesbian, gay, bisexual, transgender, and gender non-conforming individuals