



2020 LYNX National Arts & Media Camps Graduate Student Coordinator

The CU Denver LYNX National Arts and Media Camps (LYNX Camp) is hiring a Graduate Student Coordinator for the 2020 Summer. The Summer Programs will take place from June 8th-July 24th on the CU Denver campus. The camps are broken into three sessions. Session 1 (one week) includes the following programs: Photography; Audio Production/Ableton Live; 2D Animation/Illustration, Comic Book Character Design, & Mural Creation. Session 2 (two weeks) includes the following program: Music Industry. Session 3 (two weeks) includes the following programs: Filmmaking; Digital Animation/Motion Graphics. More information about the LYNX Arts Camps is available on our website: <https://artsandmedia.ucdenver.edu/prospective-students/lynx-camps>

LYNX Camp Mission:

The LYNX Camp mission is to effect change by preparing high school students to successfully pursue their artistic passions through higher education.

LYNX Camp students are exposed to the skills they need to foster creativity, learning, and community in a higher education environment in order to reach their full academic potential.

Position Description

General Position Overview:

The Graduate Student Coordinator will manage aspects of the residential, student, and program components before and during the LYNX Camps. The Graduate Student Coordinator will help supervise current student counselors (LYNX Leaders) and provide support and feedback with guidance from the Summer Programs Coordinator. The Graduate Student Coordinator will ensure that students are following program rules during the residential periods of the camp and during evening activities and weekend field trips. This includes recreational activities, meals, field trips, student check-in and checkout, evening preparation, and all other residential activities. The Graduate Student Coordinator will live in the residence hall (Campus Village) during the Session 2 & Session 3 camps along with the LYNX Leaders and residential students. The Graduate Student Coordinator will report to the Summer Programs Coordinator and meet with the Coordinator regularly both before, during and after the camps.

Appointment Dates:

The Graduate Student Coordinator will begin around May 25th and end on July 25st. These dates are flexible.

Before the camps the Graduate Student Coordinator will:

- Participate in extensive training about CU Denver, The College of Arts & Media, and The LYNX Camps covering areas of history, mission, purpose, policies and procedures.
- Plan & Facilitate aspects of the LYNX Leader Training.
- Plan & Facilitate aspects of the All Staff Training.
- Regularly meet with the LYNX Camp Coordinator.
- Manage student health info and familiarize staff with student needs.

- Facilitate residential hall preparation (room assignments, decorations, pre-camp room inspections, ect.)
- Other duties as assigned.

During the camp the Graduate Student Coordinator will:

- Assist in the implementation of LYNX Camp programs for LYNX students and their parents.
- Serve as a role model for LYNX Camp students and LYNX Leaders.
- Help with opening day events.
- Work with the LYNX Camp Coordinator to ensure that LYNX Leaders and students have access to all necessary room accommodations and supplies.
- Supervise LYNX Leaders and students during non-academic portions of camp.
- Coordinate Talent Show and Talent Show practices.
- Facilitate recreation portion of camp from 6:00-7:00pm each day.
- Be on campus from 3:30pm-9:00am daily Monday through Friday and all day Saturday and Sunday during the camp.
- Serve as on-call contact during lights out evening hours.
- During the weekend of the camp, help monitor and supervise students at all times as they attend cultural events, field trips, and workshops. The LYNX Arts Camp Coordinator and/or Director will also be supervising students during these events.
- Communicate with housing facility on student and staff need during camps.
- Act in the best interest of the University of Colorado, LYNX Camp and the students.
- Not hold any other job or position during the time of the camps.
- Other duties as assigned.

Required Qualifications:

- Must have a bachelor's degree
- Must be a current or recent Graduate Student
- Strong communication and customer service skills
- Ability to work with a diverse group
- Ability to collaboratively work with students, faculty, staff and the community

Preferred Qualifications:

- Current Graduate Student in a higher education or student affairs masters program or a closely related masters program
- Managerial and/or supervision experience
- Prior experience with summer camps for high school students or experience working with high school students
- Prior residence life or summer orientation experience
- Motivated, enthusiastic and attention to detail
- CPR/First Aid Certification or willingness to be certified

Total Compensation: Paid stipend of \$4500. Housing & some meals provided.

Application:

Please e-mail **Resume** and **Application Form** to Summer Programs Coordinator, Kelli Rapplean at Kelli.Rapplean@ucdenver.edu by Friday, March 1st 5:00pm to apply.