



2021 Summer Bridge Program Staff Application

This application is for the following positions:
Counselor Assistant (CA)



Leadership starts here!



Dear Summer Bridge Program Applicant:

The Educational Opportunity Program (EOP) Summer Bridge Program at the University at Buffalo is an intensive five-week program designed to facilitate the transition of students from high school to college. The program's goals are to give students a head start towards a successful college experience and the opportunity to begin building community with other students. The EOP Summer Bridge Program has been proven to be successful in assisting students with the academic, social, personal and economic adjustment to the university.

Summer Bridge Program Staff are responsible for the student's overall experience and are an integral part of the program.

Applicants must:

- Be committed to serving the needs of a diverse student population.
- Be in good academic standing.
- Have good communication and critical thinking skills.
- Build rapport with students and program staff.
- Be able to work both independently and as a team.
- Demonstrate maturity, responsibility and reliability.
- Be flexible and able to adapt to complex situations.
- Abide by and enforce all program and university policies and procedures.
- Complete staff training for final appointment.

A detailed selection process is outlined in the attached application materials. Make sure you carefully read all of the instructions before completing this packet. Please include all of the following parts in this order:

1. Application.
2. Program proposal (attached you will find a sample program proposal. Please provide a virtual program proposal with your application that you would like to facilitate for the summer program students).
3. Completed essay section.
4. One completed reference form.

Note the dates and times of the selection calendar for the position.

Thank you for your interest and we look forward to receiving your application. If you have any questions regarding the process, please contact the EOP Office at **716-645-3072**. Good luck!

Sincerely,

Nadia Holloway
Summer Program Coordinator



Job Descriptions

Counselor Assistant (CA)

The Counselor Assistant (CA) is responsible for working closely with their assigned EOP Senior Counselor, Program Coordinators and EOP Director to develop and maintain positive virtual engagement for program participants. To this end, CAs serve as a resource and role model to EOP Summer Bridge Program students; administer and enforce policies and procedures; design and implement educational, social and transitional programs; act as mediators in conflict situations and support and help publicize EOP and campus services.

Each CA will be assigned to an EOP Counselor for the summer. The students on the Counselors list for advising will make up the group with which the CA's are responsible for. CA's will be expected to provide the following for their group:

- Peer Connection and mentoring
- Weekly Group Interaction – Must be creative, virtually sound and approved.
- Assist Counselor with student communication and successful program completion

Counselor Assistants must also:

- Attend weekly Supervision Meetings with assigned EOP Counselor
- Attend weekly Summer Bridge Program Staff Meetings

Roles and responsibilities of the CA as subject to change as needed.

This is an exceedingly demanding job that requires team work and the ability to make responsible decisions quickly as situations arise. Self-reliance and a strong commitment to the EOP Summer Bridge Program is essential.

Compensation: CAs will receive a stipend.

Dates of Employment: June 21 – Aug 6, 2021(Tentatively)

- *** June 21 – June 30, 2021 are mandatory training dates. Please do not make any social commitments during the EOP Summer Bridge Program. **Student employees are not allowed to take classes during this time or hold a secondary job that will interfere with their role and responsibility of a CA. No exceptions will be made.**



Selection Timeline

Monday, Feb 22, 2021.....**Applications Available**
 See below to access the Summer Bridge Program Job Application.

Monday, March 22, 2021 **Applications Due by 5 p.m.**
 Completed applications (program proposal and recommendation form) must be submitted via email to nadiahol@buffalo.edu. **Late or incomplete applications will not be considered for candidacy.**

Monday, March 29, 2021 **Candidate Interview Notification**
 Eligible candidates will be contacted and notified to sign up for an interview.

Monday, April 5 – 13, 2021 **Interview Sign Up/Interviews**
 Candidates will receive the Zoom information required for the interview. Please make note of your interview time. **No reminder will be sent.**

Monday, April 19, 2021 **Finalists Notified**
 Finalists will be notified and provided an offer.

Tuesday, April 27, 2021.....**Deadline to Accept Offers**
 Finalists must accept or decline the offer.

Monday, May 3, 2021.....**Mandatory Staff Meeting**
 Mandatory staff meeting.





Employment Timeline

All Applicants

Monday, June 21 – 31, 2021 **Mandatory training days**
*Training days are mandatory. Staff must not make any commitments during this time. **No exceptions will be made.***

Friday, July 2, – Monday, Aug 9, 2021 **Summer Program dates**
 The Summer Program for the students will last until Aug. 6, 2021

Monday, August 9, 2021 **Mandatory staff debrief**
 All staff must attend.

Date TBD **Staff Move in day**
 All staff will be asked to arrive on campus prior to the start of the semester for additional in-person Summer Program activities.

To begin the application process:
[Summer Bridge Program Job Application](#)

To Access the Recommendation Form:
[Summer Bridge Program Recommendation form](#)





Sample Program Proposal – To be offered virtually

Counselor Assistants will be expected to conduct weekly group programming. Please give an example of virtually sound activity, meeting topic or workshop that will be offered to the assigned group to promote engagement. Please include a flyer or example of the program will be promoted.

Please include the following in the proposal

Program Title

Program Date & Time

Type of Program: Workshop, Informative Meeting, Group Activity etc.

How will you advertise this program to maximize attendance?

Describe the activities that will take place and who will facilitate those activities.

Describe the steps involved in planning and implementing this program