

The Accelerate Program Director (APD) helps organize and coordinate various aspects of the Accelerate Program. The APD serves as the point-person for all Connection Coordinators and will assist with any concerns or issues related to student participants. The APD will consult with the Assistant Director for Student Leadership and the Graduate Coordinator for Student Leadership as needed for issues related to student participants and overall program coordination. Additionally, APDs handle several behind the scenes coordination for the week of Accelerate programming. APDs will also work in collaboration with the leadership team for the C.L.A.S.S. Summer Bridge Program on various efforts.

Requirements

- Accelerate Program Directors must have a 2.5 GPA and submit a referral form before being interviewed.
- Must be signed up to live in the residence halls in the Fall 2022 semester
- For the week of the Accelerate Summer Bridge program, APDs will work approximately 40 hours
- Must attend all pre-summer training and meetings with supervisors
- Must be available during the dates of Aug. 16-20, 2023 for APD training, ACC training and the Accelerate Program dates

Responsibilities

- Assist in selecting Accelerate Connection Coordinators for the program by recruiting students and reviewing applications.
- Assist in leading 2-3 Accelerate Connection Coordinator training sessions in April where team builders and program details will be coordinated and presented
- Make program and schedule recommendations/revisions
- Manage the Accelerate social media pages – as necessary identify moderators for the page as well
- Maintain a positive attitude towards Ball State, the Office of Housing and Residence Life and the Accelerate program
- Follow living guidelines listed on the Housing and Residence Life website, www.bsu.edu/housing
- Provide support and guidance to Accelerate Connection Coordinators and participants

Customer Service Component of Responsibilities

- Provide effective and quality customer service to all Accelerate participants and families
- Serve as a source of information concerning Ball State University and the Muncie community
- Communicate, role model, and consistently enforce HRL handbook and conference policies
- Be the first contact person in the event of a student concern or emergency. There will be a director on duty to serve as a resource person
- Communicate professionally with Accelerate leadership team, residence hall directors, ACCs, and all participants
- The Accelerate Program Director is a paid position. Compensation includes \$400.00 paid via University Check (direct deposit) at the conclusion of the program
- Provided, at no charge, early arrival housing/meals for the full duration of the program
- Accelerate apparel and swag