

## Illinois State University

### Job Description

**Position Title:** Chrysalis Gateway Supervisor

**Location:** Chicago, Illinois and Illinois State University, Normal, Illinois

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**Reports to:** Robert Lee, Director of Chicago Teacher Education Pipeline Programs & Partnerships (CTEPPP), College of Education, Illinois State University

**Status:** Seasonal (Summer Program – four week commitment – July 13, 2009 – August 7, 2009).

**Pay:** \$3000

#### **Purpose of Position:**

The Chrysalis Gateway Supervisor will coordinate academic and social support for 15-20 incoming Illinois State University freshmen from Chicago Public Schools.

#### **Primary Job Functions:**

- Supervise up to 5 Chrysalis Gateway mentors (current ISU students) and 15-20 Gateway Bridge participants (incoming freshmen) during the duration of the program.
- Coordinate the Chrysalis Gateway program that involves *academic* courses (math, reading in the content areas, writing lab, science lab), *developmental* courses (time management, study skills and strategies, advanced computer skills, money management, etc.), and *college life* workshops and experiences.
- Create and provide one-week (5-day) training course in the Little Village neighborhood of Chicago, Illinois for up to 5 Chrysalis Gateway mentors one week prior to the beginning of the program (Chrysalis Gateway 2009 training will be July 13-17, 2009).
- With the input of Chrysalis Gateway mentors, plan and organize supplemental events (*college life* workshops, field experiences, weekend events, etc.)

### **Duties and Responsibilities:**

- Prior to the Chrysalis program start date, research and apply best practices in summer programs that promote college readiness.
- Meet periodically with CTEPPP staff to prepare for program. Work with CTEPPP staff to create and plan college life workshops and field experiences that relate to the Chrysalis Gateway program objectives.
- Plan and execute a one-week mentor training program in Chicago with the Chrysalis Gateway mentors prior to the start of Chrysalis Gateway program. Work with the mentors to plan college life workshops, field experiences, and weekend team-building activities for the Chrysalis Gateway program participants.
- When possible, attend and observe required classes for Chrysalis Gateway program students to insure successful execution of program. Maintain constant communication with ISU faculty to learn of Chrysalis Gateway participants' progress. Inform CTEPPP staff immediately if there are any urgent academic or other concerns.
- Monitor Chrysalis Gateway mentors to ensure that they schedule and direct a daily evening tutorial session with assigned Chrysalis Gateway participants (Monday – Thursday) during the duration of the program.
- Meet with Chrysalis Gateway mentors daily for at least 30 minutes to discuss important issues, review participants' progress and address concerns.
- Coordinate special field experiences and weekend events to increase college life and college success awareness among Chrysalis Gateway students including arranging guest speakers, college life workshops (Fridays), and visits to community resources (bank, grocery store, library, etc.).
- Collect attendance records for tutoring sessions and weekly student reports from mentors, and provide overall weekly program reports (due Sunday night) to CTEPPP about the program.
- Maintain communication with CTEPPP and other Illinois State University staff involved in the Chrysalis Gateway program. Confirm all logistical matters

concerning university facilities, courses, developmental seminars, housing and meals.

**Requirements:**

- Bachelors degree (education or related field preferred), current ISU graduate student or staff preferred.
- Experience with serving traditionally underrepresented populations and strong commitment to continue serving these populations.
- Must be highly motivated, self-initiated, and flexible.
- Effective communication and organizing skills.
- Computer literacy is required.

**Educational Requirements:** Bachelors degree (education or related field preferred).

**Language Requirements:** Bilingual a plus (English/Spanish, oral and written)

**Working Conditions and Demands:** No unusual demands.