

**Job Title:** Assistant Live-In Coordinator, Edge Summer College Program

**Anticipated Start Date:** July 13, 2026

**Estimated Pay:** \$5,000 (3.5 weeks)

**Schedule:** Schedule will vary and be determined during training week in mid-July 2026.

**Location:** Center Campus (TBD)

**About the department / center:** Office of Undergraduate Admissions

**Role Description:** The Edge Summer College Program, led by UD's Office of Undergraduate Admissions, is seeking dedicated, motivated, responsible, and student-centered individuals to serve as Assistant Live-In Coordinators for the summer 2026 program. The Assistant Live-In Coordinators, under the supervision of the Director and Assistant Director of Pre-College Programs, will lead the residential community and provide a safe, healthy, and inclusive community for three weeks. *Please note that this position is temporary and seasonal.*

**Primary Responsibilities:**

- To manage day to day operations of the residential area during designated duty shifts.
- To assist the Program Director and Assistant Director with residence hall preparation, check-in/check-out process, as well as addressing student concerns and issues, conflict mediation, compliance with university policies, and more.
- To serve as a liaison to all peer staff but specifically to the Residential component, and ensure duties of undergraduate mentors are carried out (including but not limited to evening activities, RA duty shifts, etc.)
- To be available to work throughout the duration of the program, including chaperoning all weekend trips and programming.
- Carry out program policies and rules to ensure student safety, health, wellness, and compliance with UD's protection of minors policies.
- Uphold high standards of personal and professional conduct by adhering to UD's protection of minors policies and appropriate behavior while engaging with minors and Edge peer staff. Live-in staff are also expected to abstain from the use, possession, or influence of alcohol, illegal drugs, or other controlled substances while performing duties and residing on UD's campus.

Please note that failure to adhere to these expectations may result in disciplinary action, including immediate relief of duties from the position.

**Qualifications:**

- Bachelor's Degree or higher
- 2-3 years of experience working with minors in settings such as camps, after-school programs, youth organizations, K–12 schools, residential programs, or pre-college summer programs.
- Previous experience in residential life, live-in student staff leadership, or community management preferred.

**Hiring Timeline:**

- **Application Opens:** November 26, 2026
- **Application Due Date:** February 2, 2026
- **Interview Notification:** February 13, 2026 by 5:00 p.m.
- **Interviews:** Week of February 16, 2026
- **Notification of Selection:** February 27, 2026 by 5:00 p.m.
- **Deadline to Accept Position (for those offered a position):** March 6, 2026 by 5:00 p.m.

**Application Process:**

Please submit a cover letter, resume, and contact information for two professional references to Tim Danos, [tdanos@udel.edu](mailto:tdanos@udel.edu).

*Please note that dates are subject to change depending on the needs of the department.*