THE SITE COMMUNITY
It takes a large team of people working together to make each site successful. At residential sites, our student to staff ratio is approximately 4:1. Working as a team and knowing your resources will make everyone more effective.

SITE ADMINISTRATORS
Site Coordinator and Assistant Coordinator
Work year round for CTY on various aspects of site preparation. Supervise site operations. Visit site during opening, intersession, and closing weeks.

Site Director
Supervises all staff and oversees all aspects of the program at the site: academic, residential, and administrative.

Academic Counselor
Provides short-term counseling services to students and advises academic and residential staff in their work.

Dean of Residential Life
Supervises the residential staff and coordinates the residential program.

Senior Resident Assistants
Supervise RAs and coordinate day-to-day operation of the residential program.

Academic Dean
Supervises the academic staff and coordinates the academic program.

Academic Dean’s Assistant
Assists the academic dean with the day-to-day administration of the academic program at the site.

Office Manager
Oversees the site office, provides general administrative and clerical support for the site, and handles site bookkeeping.

Residential Program Assistants
Provide general support in the site office and assist with the residential program.

Site Nurse
Many sites (but not all) have a nurse to oversee students’ medical issues. Most sites without a nurse use the host institutions’ medical facilities.

Health Assistants
Accompany students to medical appointments, keep track of student medications, and provide assistance in the medical office. They do not deliver health care or diagnose conditions.

INSTRUCTIONAL STAFF
Instructors
Prepare and teach classes and labs; mentor teaching assistants; write final student evaluations.

Teaching Assistants
Assist instructors with all aspects of the course.

Subject Area Coordinators
Instructors who assist the academic dean with specific curricular, testing, and subject area needs. There may be one for math, writing, and/or science.

RESIDENTIAL STAFF
Resident Assistants
Supervise and support students when they are not in class and implement the recreational program.

HOST INSTITUTION
Employees of the colleges, universities, and schools who host our program are integral members of the site community. A successful relationship with the host institution makes the entire summer possible. In keeping with this, each site has a very specific protocol for dealing with facility concerns. Please respect this protocol and go to a member of the site administration with all facility concerns.