

Washington University in St. Louis
College Prep Program
Office of Government & Community Relations

Graduate Fellow Job Description
2017-2018 Academic Year/Summer Academy

Overview:

The College Prep Program is an immersive, on-campus learning experience at Washington University for St. Louis area high achieving high school students. Incoming Scholars live on campus for two weeks the summer after freshman year and three weeks the summers after sophomore and junior year. College Prep Scholars also attend workshops, lectures and campus activities throughout the school year. Graduates of the program leave ready to excel—academically and socially—in college.

Position Description:

The primary role of the Graduate Fellow is providing administrative and programmatic support for the College Prep Program. Graduate Fellows are responsible for day-to-day operations with summer residential cohorts under the primary supervision of the Associate Director. Through engaging with Scholars in programming opportunities, academic enrichment, and social activities, Graduate Fellows play a vital role in developing and enriching the overall College Prep community. Graduate Fellows are expected to reside in the assigned residence hall room for the duration of the summer residential program.

Dates of Employment: Academic Year: December 2017-May 2018
 Summer Academy: May 27, 2018-June 30, 2018
 Academic Year: July 1, 2018-May 2019

Qualifications:

- Must be a graduate student at Washington University in St. Louis with an ability to commit to the program for a minimum of two (2) years
- Enact behavior consistent with University's Community Principles and Policies [Please see POLICY REGARDING MINORS AT WASHINGTON UNIVERSITY OR PARTICIPATING IN WASHINGTON UNIVERSITY PROGRAMS]
- Ability to maintain confidentiality and complete expectations as assigned by the Associate Director
- Previous experience in civic engagement opportunities, specifically working with underrepresented populations is preferred
- Excellent oral and written communication skills with the ability to communicate with key College Prep partners
- Experience in supervising staff members and the management of large groups

Job Responsibilities:

The Graduate Fellow will work approximately 20-40 hours a week during Summer Academy, which includes night and weekend hours. July-May, approximate hours will be 2-10 hours per week.

As a representative of the Office of Government & Community Relations at Washington University in St. Louis, Graduate Fellows (GFs) must abide by and uphold University regulations as well as state and federal law.

Academic Year Session [July 2017-May 2018]: College Prep trainings and scholar programming will occur during the academic year. Graduate Fellows are expected to attend all one on one meetings, Graduate Fellow Team meetings, and trainings. If unable to attend, Graduate Fellows will meet with the Associate Director at a later date to receive materials. For academic year programming, Scholars will meet on a Saturday during the hours of 8:30 a.m.-5:00 p.m. unless otherwise scheduled.

Summer Academy [Tuesday, May 29, 2018-Friday, June 29, 2018]: Program Assistant Training and Orientation begins Tuesday, May 29, 2018-Friday, June 1, 2018. Please expect training to occur from 9:00 a.m. – 5:00 p.m. Graduate Fellows are expected to move into the residence hall approximately 1-day prior to the start of training and are expected to assist the Associate Director in Program Assistant Training.

Program duties include but are not limited to:

- Academic Year: Working in conjunction with the College Prep Leadership Team in the selection process of incoming WUCPP scholars which includes, processing paperwork, assisting with mailings, and participation in the interview process
- Academic Year: Working in conjunction with the Associate Director in the recruitment and selection process of Program Assistants
- Academic Year: Working in conjunction with the College Prep Leadership Team on the following tasks; Pre-College Year, LinkedIn Profiles, Facebook Updates, Newsletter Mailings, Campus Partner Assessment, and Recruitment Visits
- Summer Academy: Contributing to the daily administrative and educational aspects of the program through supervising Program Assistants, preparing for upcoming sessions, and providing support during programs
- Summer Academy: Managing Program Assistant programming needs which includes, approving program, shopping and space reservation needs
- Summer Academy: Contacting Residential Life/Conference Services staff members for emergency and crisis management issues, including reporting any facilities/housekeeping concerns
- Summer Academy: Coordinating and managing the agenda for nightly check-in meetings with Program Assistants (PA) and Associate Director (AD)
- Summer Academy: Assisting with the rotating of on call duties (emergency situations, parent/guardian contact, scholar issues) while in custody of the College Prep emergency line. Shifts: Evening 9:00 p.m.-7:45 a.m. and Day 7:45 a.m.-9:00 p.m.
- Summer Academy: Attending off-campus activities/programs during scheduled shifts and if needed per event logistics
- Summer Academy: Serving as a contact for an assigned group of scholars in the graduating cohort; presenting materials and holding one on one meetings
- Summer Academy: Serving as a liaison between campus partners for session support, materials, and assessment
- Fulfilling additional responsibilities as assigned by the College Prep Leadership Team

Benefits:

- \$15/hour wage
- Summer Academy:
 - Board includes 600 Meal Points provided during Summer Academy
 - Fully furnished room provided during Summer Academy
- *Note* Benefits subject to change due to employment status changing.*

To Apply:

Please submit a résumé and cover letter to the following email Courtney.brewster@wustl.edu by September 30th.

Contact Information:

Courtney E. Brewster
Associate Director, College Prep Program
Washington University in St. Louis, One Brookings Drive, Campus Box 1195
St. Louis, MO 63130
315.935.7987 (phone) 314-935-7559 (fax)
Collegeprep.wustl.edu