

# Washington University College Prep Program

## Program Assistant Job Description

### Overview:

The College Prep Program is an immersive, on-campus learning experience at Washington University for St. Louis area talented, yet under-resourced 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.

The College Prep Program is a free (no cost to students or their families) 3-year experience, beginning after a student's freshman year of high school and continuing the following two summers after their sophomore and junior years of high school. College Prep is a year-round program with the centerpiece being a summer residential experience housed on the Washington University campus.

The Office of Government & Community Relations is seeking qualified Washington University in St. Louis undergraduates to fulfill the role of Program Assistant for the College Prep Program. Program Assistants (PAs) are integral members of the Washington University College Prep Program team and provide direct supervision of the high school Scholars. Interested candidates should have a passion for youth development, an openness and appreciation for different backgrounds and identities, and the ability to work proactively in a structured environment serving as a mentor and role model to Scholars.

### Position Description:

The primary role of the Program Assistant is developing a community through engaging the Scholars while in programming opportunities, academic enrichment, and social activities. Program Assistants create opportunities for students to learn about themselves and are responsible for facilitating the general safety and wellbeing of the community by attending classes, sessions, breaks, meals, and off-campus events with Scholars. Additionally, Program Assistants are expected to reside in the assigned residence hall room for the duration of the Summer Academy.

The Program Assistant position is rewarding experience. There are opportunities for Program Assistants to develop in many areas including leadership, communication, programming, and other transferable skills. Successful candidates will be invited to participate in an hour interview. If you have any questions, please contact Courtney E. Brewster, Associate Director, via e-mail at [courtney.brewster@wustl.edu](mailto:courtney.brewster@wustl.edu).

**To Apply:** <https://collegeprep.wustl.edu/who-we-are/> **Applications Due:** Monday, February 5, 2018

Interviews: Sunday, February 11<sup>th</sup> 2018: 2:00 p.m.-6:00 p.m.  
Sunday, February 18<sup>th</sup> 2018: 2:00 p.m.-6:00 p.m.

Dates of Importance: Program Assistant Orientation: March 30<sup>th</sup> 2018- 4:00 p.m.-6:00 p.m.  
Incoming Scholar Orientation: May 12<sup>th</sup> 2018-7:00 a.m.-1:00 p.m.  
Program Assistant Training: May 29<sup>th</sup> 2018-June 1<sup>st</sup> 2018-10:00 a.m.-5:00 p.m. (Daily)  
Summer Academy: June 3<sup>rd</sup> 2018-June 29<sup>th</sup> 2018

### Qualifications/Requirements:

- Must be enrolled as a Washington University undergraduate student
- Engage in 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 College Prep Leadership Team
- Ability to work proactively in a structured environment serving as a mentor and role model to Scholars

- Have a positive student conduct standing with the university

### **Time Commitment and Job Responsibilities:**

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

**Summer Academy [Sunday, June 3<sup>rd</sup> 2018-Friday, June 29<sup>th</sup> 2018]:** Program Assistant training and orientation occurs Tuesday, May 29<sup>th</sup> 2018-Friday, June 1<sup>st</sup> 2018. Training is expected to run from 9:00 a.m. – 5:00 p.m. on the Washington University campus. Program Assistants are expected to move into the residence hall approximately 1-day prior to training start. Pending a positive Summer Academy evaluation, Program Assistants have the opportunity to work during the academic year to further support scholar development.

Program duties include but are not limited to:

- Residing in the assigned residence hall room for the duration of the Summer Academy to become acquainted with Scholars to support their safety, emotional, physical, academic, and social needs
- Assisting in the opening and closing of the program by completing door and lounge decorations, assisting with shopping, and organizing resource room
- Notifying Leadership Team to convey emergency and crisis management concerns including reporting any facilities/housekeeping issues
- Supporting daily programming and fulfilling responsibilities as assigned by the Leadership Team and/or campus partner on 3-6 hour shifts (working a minimum of 25 hours a week, maximum of 40 hours) beginning at 7:30 a.m.-9:00 p.m. A shift from 9:00 p.m.-10:30 p.m. will also be scheduled for the rising senior cohort for a variety of evening activities. Duties can include but are not limited to: room set-up/take down, preparation of materials before session, attending classes, sessions, breaks, meals, and off-campus events
- Participating in an on-call rotation beginning at 9:00 p.m.-7:45 a.m. to provide emergency and crisis support for Scholars
- Attending daily (excluding Friday & Saturday night) scheduled staff meetings beginning at 9:00 p.m.-10:00 p.m. Program Assistants are allowed two meeting exemptions during Summer Academy, excludes PA Training.
- Providing a 1-1/2 Hr. enrichment program for Scholars, possibly with all cohorts, during the Summer Academy
- Receiving and conveying all information appropriately and accurately to Program Assistants and the Leadership Team
- Facilitating conversations to seek resolution of interpersonal conflicts among program Scholars
- Working effectively with other Program Assistants to meet the needs of Scholars

**Academic Year Session [July 2018-May 2019]:** College Prep Scholar programming and Program Assistant trainings will occur during the Academic Year Session. Program Assistants are expected to attend all trainings and if unable to attend, meet with the Associate Director at a later scheduled date to receive materials. Typically, Scholars will be on campus on a Saturday during the hours of 9:00 a.m.-5:00 p.m. Additional programming can occur off campus however, Scholars will meet on campus unless otherwise noted. Pending a positive Academic Session evaluation, Program Assistants have the opportunity to work during the Summer Academy to support scholar development.

Program duties include but are not limited to:

- Performing administrative responsibilities as assigned by Leadership Team effectively and efficiently while meeting the needs of Scholars
- Attending scheduled on- and off-campus trips and programs

### **Benefits:**

- \$10/hour wage
- Residence hall room including furniture and wireless internet connections during Program Assistant Training and Summer Academy duration

- Board includes 350 meal points during Program Assistant Training and Summer Academy