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 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.

To Apply: https://collegeprep.wustl.edu/who-we-are/

Applications Due: Monday, February 5, 2018

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

Dates of Importance:
Program Assistant Orientation: March 30th 2018- 4:00 p.m.-6:00 p.m.
Incoming Scholar Orientation: May 12th 2018-7:00 a.m.-1:00 p.m.
Program Assistant Training: May 29th 2018-June 1st 2018 10:00 a.m.-5:00 p.m. (Daily)
Summer Academy: June 3rd 2018-June 29th 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. Program Assistants are also required to complete a “Minors on Campus Training” module and a background check, at no cost to them and facilitated by the University.
Summer Academy [Sunday, June 3rd 2018-Friday, June 29th 2018]: Program Assistant training and orientation occurs Tuesday, May 29th 2018-Friday, June 1st 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 20 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 Summer Academy, excludes PA Training.
- 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