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 a 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:
Submit your online application at the link below by Monday, January 21, 2019. You are required to upload a resume and list the contact information of two references. For Washington University in St. Louis undergraduate students, one reference must be an employee of the university. https://collegeprep.wustl.edu/who-we-are/

Interviews: Saturday, January 26, 2019: 9:00 a.m.-Noon
Friday, February 8, 2019: 5:00 p.m.-7:00 p.m.
If off-campus or abroad, video interviews will be scheduled.

Dates of Importance: Program Assistant Orientation: Friday, April 5th 2019 4:00 p.m.-6:00 p.m.
Incoming Scholar Orientation: May 11th 2019 7:00 a.m.-Noon
Program Assistant Training: May 30th 2019-June 2nd 2019
Summer Academy: June 2nd 2019-June 28th 2019

Benefits:
• $10/hour wage
• Residence hall room including furniture and wireless internet connections during Program Assistant Training and Summer Academy duration
• 300 meal points during Program Assistant Training and Summer Academy

**Qualifications/Requirements:**

• Must be enrolled as a Washington University undergraduate student or Washington University College Prep Alumni scholar
• Engage in behavior consistent with the University’s Community Principles and Policies and must abide by and uphold University regulations, as well as state and federal law.
• 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:**

**Summer Academy [Sunday, June 2nd 2019-Friday, June 28th 2019]:** College Prep training and orientation occurs Tuesday, May 28th 2019-Friday, June 4th 2019. 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. Due to the work schedule, Program Assistants are able to enroll in classes and have additional jobs during Summer Academy however, the combined hours of Washington University employment cannot exceed 40 hours in one week. Additionally, pending a positive Summer Academy evaluation, Program Assistants have the opportunity to work during the academic year to further support scholar development.

Summer Academy 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 37.5 hours) beginning at 7:45 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