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, Director, at courtney.brewster@wustl.edu.

Apply:
Submit your online application by clicking the “Work For Us” tab on the College Prep Program link, https://collegeprep.wustl.edu/ Applications are due on Thursday, January 23, 2020. 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.

Interviews:
Saturday, January 25, 2020- 9:00 a.m.-11:00 a.m.
Saturday, February 1, 2020- 9:00 a.m.-11:00 a.m.
Friday, February 7, 2020- 6:00 p.m.-8:00 p.m.
If off-campus or abroad, video interviews will be scheduled.

Dates of Importance:
Program Assistant Orientation: Friday, April 3, 2020 4:00 p.m.-6:00 p.m.
Incoming Scholar Orientation: May 9, 2020 7:00 a.m.-Noon
Program Assistant Training: May 26, 2020-May 29, 2020
Summer Academy: Sunday, May 31, 2020-Friday, June 26, 2020
Benefits:
- $12.65/hour wage
- Residence hall room during Program Assistant Training and Summer Academy
- 300 meal points during Program Assistant Training and Summer Academy

Qualifications/Requirements:
- Must be enrolled as a Washington University undergraduate student or be a 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, May 31, 2020-Friday, June 26, 2020:** College Prep training and orientation occurs Tuesday, May 26, 2020-Friday, May 29, 2020. 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:
- Become acquainted with scholars by learning their name and story and support them in their development while in the program.
- Assist in the opening and closing of Summer Academy by completing door and lounge decorations, assisting with shopping, and organizing the resource room.
- Notify the Leadership Team to convey emergent concerns including reporting any facilities/housekeeping issues.
- Support daily programming and fulfill responsibilities as assigned by the Leadership Team and/or campus partners on 3-6 hour shifts (working a minimum of 20 hours a week, maximum of 37.5 hours) beginning at 7:45 a.m.-9:00 p.m. 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. A shift from 8:30 p.m.-10:00 p.m. will also be scheduled for the rising senior cohort for a variety of evening activities.
- Participate in an on-call rotation beginning from 9:00 p.m.-7:45 a.m. to provide emergency and crisis support for scholars.
- Attend the 9:00 p.m. daily staff meetings. Program Assistants are allowed two meeting exemptions during Summer Academy and meetings do not occur on Fridays and Saturdays.
- Provide an academic or enrichment program for scholars during Summer Academy.
- Receive and convey all information appropriately and accurately to Program Assistants and the Leadership Team.
- Facilitate conversations to seek resolution of interpersonal conflicts among program scholars.
- Work effectively with other Program Assistants to meet the needs of scholars.