

College Prep Graduate Fellow Job Description

Overview:

The College Prep Program is a no-cost, three-year experience that serves to prepare St. Louis area high school students for success at a college or university that best matches their interests and needs. CPP provides students with year-round support, with the center focus being a Summer Academy experience that combines college preparation workshops, undergraduate coursework for credit, and activities centered around personal awareness and development. 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 Academy cohorts under the primary supervision of the Program Coordinator and Director. Through engaging with program scholars in pre-college/career sessions, academic & enrichment opportunities, and sociocultural activities, Graduate Fellows play a vital role in developing and enriching the overall College Prep community. When in-person, Graduate Fellows are expected to reside in the assigned residence hall room for the duration of the summer residential program.

Dates of Employment:

Start Date: November 14, 2022

Academic Year 2022-2023 Session: November 2022-May 2023

Summer Academy Session: June 2023-July 2023

Academic Year 2023-2024 Session: August 1, 2023-May 2024

Qualifications:

- Must be a graduate student at Washington University in St. Louis with the ability to commit for the 2023 Summer Academy session
- Must abide by and uphold University regulations as well as state and federal law
- Must enact behavior consistent with University's Community Principles and Policies
- Must maintain confidentiality and complete expectations as assigned by the Leadership Team
- Preferred: Experience in K-12 education, community organizations, and/or civic engagement opportunities, specifically working with underrepresented populations
- Preferred: Experience in supervising staff members and the ability to facilitate and manage of large groups

Job Responsibilities:

Graduate Fellows will work approximately 30-40 hours per week during Summer Academy, which includes night and weekend hours, when in-person. Virtual Summer Academy hours (if applicable) will range between 10-20 hours per week. For Academic Year programming (August-May), the Graduate Fellow will work approximately 2-8 hours per week.

Academic Year Session: Graduate Fellow trainings/one-on-ones, Pre-College Year meetings, and scholar programming will occur during the academic year. For academic year programming, scholars are typically engaged on Saturdays between the hours of 8:30 a.m. and 5:00 p.m. When in-person, additional programming can occur off-campus; however, scholars will meet on campus first unless otherwise noted.

Program Assistant Training and Orientation: Expect training to occur between 9:00 a.m. and 5:00 p.m., with Graduate Fellows arriving 30 minutes prior (Typically the last week of May/First Week of June). When in-person, 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 CPP Leadership Team in Program Assistant Training.

Graduate Fellow Tasks:

- Recruitment-Scholars:
 - Work in conjunction with the College Prep Leadership Team in the selection process of incoming scholars, which includes file reading, processing paperwork, and assisting with mailings
 - Participate in Prospective Scholar Interview Days
- Recruitment-Program Assistants:
 - Work in conjunction with the Leadership Team in the recruitment and selection process of Program Assistants, which includes file reading, interviewing candidates, and selection
 - Lead Program Assistant Orientation
 - Train and supervise Program Assistants
- Academic Year:
 - Staff Academic Year scholar programming events
 - Staff premier program events (Instructor Meet & Greet, Incoming Scholar Orientation, Graduating Senior Celebration, Vision Board Presentation, and the Junior/Senior End of Summer Academy events)
- Summer Academy:
 - Contribute to the daily administrative and educational aspects of the program through staffing 3-6 hour shifts for program staff and campus partner sessions
 - Serve as teaching assistants for credit courses, and liaisons for STEM and Writing Center workshops
 - Serve as presenters for The Series
 - Coordinate and manage scholar onboarding
 - Lead Program Assistant Check-In Meetings before each session (15-30 minutes before session)
 - When in-person, carry the On-Call phone and assist with the rotation of On-Call duties (emergency situations, parent/guardian contact, scholar issues) Shifts: 24-hour period from 9:00 p.m. of the first day through 9:00 p.m. the following next day
 - When in-person and residential, attend on/off-campus activities and sessions during scheduled shifts
 - When in-person and residential, contact Residential Life/Conference Services staff members for emergency and crisis management issues, including reporting any facilities/housekeeping concerns
- Pre-College Year:
 - Serve as a mentor for an assigned group of scholars in the senior cohort; hold monthly one-on-one meetings regarding college and career readiness
 - Assist with resumes, activity lists, LinkedIn profiles, and additional documentation needed for application processes
 - Work in conjunction with the Leadership Team regarding scholar issues and concerns
 - Maintain the scholar Pre-College Year Data Tracker
 - Attend, as able, in-person and/or virtual professional development sessions pertaining to college application processes, youth development, and career exploration
 - Fulfill additional responsibilities as assigned by the College Prep Leadership Team

Compensation:

- \$17.65/part-time hourly wage (non-exempt and non-benefits eligible)
 - Summer Academy, when in-person and residential: 300 Bear Bucks provided during Summer Academy duration
- Fully-furnished room provided during Summer Academy duration *Note* Bear Bucks are subject to change due to live-in requirement and employment status.*

Application Due: Wednesday, September 21, 2022

<https://collegeprep.wustl.edu/graduate-fellow-application/>

A resume and references are required to complete the application process. Interviews will be scheduled for qualified candidates.

Contact Information: (314) 935-6317 | collegeprep@wustl.edu