



Summer Experiences 2017 Program Assistant Job Expectations

As a Program Assistant (PA) for Summer Experiences you serve as an advisor and mentor in residence for our students. Visit our website at summerexperiences.wustl.edu for information about the programs.

Your primary role is to guide participants towards creating a positive academic and community atmosphere. You can achieve this by helping to implement educational, cultural, and recreational activities, providing information about university resources, informing students about policies and procedures, and enforcing these policies and procedures.

Our students are all minors under the age of 18. Thus we assume significant responsibility for the behavior and well-being of our students. We expect a strong commitment from our staff to this additional responsibility and work load.

Responsibilities for all Program Assistants:

- Live in the residence hall and serve as a resource for students during their stay.
- Serve as an academic advisor for a small group of students by leading weekly group meetings, maintaining knowledge of upcoming students’ assignments, and taking a general interest in the students’ work.
- Enforce program policies and create a safe, respectful community.
- Respond to all emergency situations.
- Work closely with the Residential Supervisor to facilitate programs and activities for the participants.
- Report any facilities/housekeeping concerns.
- Spend all evenings, beginning at 5pm, in the residence hall, unless on a scheduled night off.
- Assist in implementation of activities or outings.
- Attend social events and activities as required.
- Commit to the entire length of the program plus staff training.
- Other duties may arise as program progresses.

You may take one course per summer session OR work part-time. Part-time work can be no more than 30 hours a week, must not involve evening or weekend hours, and must be approved by the Director.

Qualifications

- Must be 18 years or older.
- Current or former Washington University student preferred.
- Prior experience working with 11-17 year olds preferred.

PA Application/Interview Dates

February 17:	PA applications due.
February 20:	Notification as to whether you have been selected to interview for the position.
February 25:	Group Interviews.
February 27-March 10:	Individual Interviews.
March 20:	Selection of PAs for 2017 announced.
April 14:	Contracts due back.

Required Dates for Summer 2017

Res Life training	May 12 (<i>date subject to change</i>)
Staff Move in to Dorm	June 4 **
Staff Training	June 5-9
Students Move in to Dorm	June 11
Students Move Out of Dorms	August 18
Staff Move Out of Dorms	August 19

** We are not able to provide housing between the end of the spring semester and staff move-in June 4th.

Compensation

- \$3000 total; \$600 paid every two weeks.
- Housing in the residence hall.
- \$1650 in Bear Bucks paid in a lump sum on June 4 (equivalent to \$150/week).
- One night off per week, beginning at 5pm.
- Event tickets for all program-sponsored activities.
- If you require a parking pass, Summer Experiences will purchase one for you for the summer.
- If you are not eligible for a WashU U-Pass, Summer Experiences will provide you with a metro pass.
- Extra opportunities for compensation (all paid in Bear Bucks):
 - Summer Scholars Tutoring - \$25/hour
 - Chaperoning Institute Field Trips - \$50/trip
 - Tutoring and Editing for Written Assignments - \$10/hour
 - Assist with Middle School Activities - \$25/activity

Questions?

Becki Baker
Director of Pre-College Programs
b.baker@wustl.edu
314-935-4807



Summer Experiences
2017 Program Assistant Application

General Information:

First Name: _____ Preferred First Name: _____ Last Name: _____

Birth Date: _____ Gender: _____ WashU Student ID Number: _____

Local Address: _____
Campus Box #, or street address

Cell Phone: (_____) _____ E-mail: _____

Permanent Home: _____
Address

Current Class Level: FR SO JR SR GR

Major(s): _____ Minor(s): _____

Are you authorized to work in the United States? Yes No

Are you already employed by WashU? Yes No If yes, what is your WashU Employee ID Number? _____

Foreign Languages Spoken: _____

Relevant Certifications or Training (i.e., CPR): _____

Have you served as an RA while at WashU? Yes No I am applying for next year

Did you participate in a residential pre-college program when you were in high school? Give year and describe:

How did you hear about this position? _____

Have you ever been a counselor in a summer camp setting (residential or day camp)? Yes No

List and briefly describe any experiences working with students between the ages of 11 and 17:

Short Answers:

Briefly answer each question, and attach on a separate paper:

1. What personal strengths would you bring to the role of Program Assistant?
2. What ideas do you have for your residents to make their residential experience a memorable one?
3. What does it mean to be a role model?
4. What are your other plans for the summer (i.e., summer school, on-campus job, off-campus job, etc.).

Reference:

Please list a reference (preferably someone affiliated with WashU). Have them complete the **Reference Form** and return it to you in a sealed envelope to submit with your application.

Name: _____ Relationship to you: _____

Phone: _____ Email: _____

Employment Record:

Attach a résumé that includes any relevant work experience.

Signature:

I certify that the information contained herein is true, complete, and correct. I understand that all materials pertaining to my employment become the property of Washington University.

Signature _____

Date _____

Turn in application and supporting materials in a single envelope by February 17, 2017 to:

Summer Experiences-PA Application
Campus Box 1145
January Hall, Room 100

or by email to Becki Baker b.baker@wustl.edu



Washington University in St. Louis

Summer Experiences Program Assistant Reference Form

Name of Applicant: _____

Your Name: _____

Phone Number: _____ Email: _____

How long have you known the applicant? _____

What is your relationship with the applicant? _____

Would you hire the applicant to work with students aged 11-17? Yes No

Please explain:

Would you describe the applicant as a role model? Yes No

Please explain:

Please check the following as they apply to the applicant:

Communication Skills

outstanding above average average below average unknown

Enthusiasm

outstanding above average average below average unknown

Character (integrity, loyalty, sincerity, trustworthy)

outstanding above average average below average unknown

Leadership Ability

outstanding above average average below average unknown

Positive Attitude

outstanding above average average below average unknown

Empathy/Compassion for Others

outstanding above average average below average unknown

Maturity

outstanding above average average below average unknown

Patience

outstanding above average average below average unknown

Signature

Date

Please attach to this form any additional comments concerning the applicant.