Summer Experiences
2019 Program Assistant Job Expectations

Summer Experiences Program Assistants (PAs) serve as advisors and mentors for our students. The primary role of a PA is to guide participants towards creating a positive academic atmosphere and a respectful, inclusive community. This can be achieved by helping to implement educational, cultural, and recreational activities, providing information about university resources, providing academic and emotional support, informing students about policies and procedures, and enforcing these policies and procedures. Our students are 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 as it pertains to this additional responsibility and work load. Visit our website, summerexperiences.wustl.edu, for more information about our programs.

We are hiring for two distinctive PA positions: Residential PA and Classroom PA. Applicants can apply for both the Residential and Classroom PA positions concurrently.

Responsibilities for all PAs:

- Serve as a resource for students providing residential, academic, and emotional support.
- Manage and document student behavioral issues.
- Enforce program policies and create a safe, respectful community.
- Maintain knowledge of students’ assignments and provide feedback and guidance as needed.
- Lead off-campus field trips/weekend outings.
- Mediate group conflicts.
- Attend weekly staff meetings.
- Report any facilities/housekeeping concerns.
- Act as an academic and social role model.
- Respond to all emergency situations.
- Abide by staff code of conduct.
- Other duties may arise as program progresses.

Residential PA specific responsibilities:
Dates of employment:
Training, June 3-7, 9:00am-5:00pm (required for all PAs)
Program Dates, June 9-August 16

- Spend evenings, beginning at 5:00pm, in the residence hall (housing provided).
- Spend weekends in the residence hall.
- Plan and facilitate social events.
- Lead weekly student group meetings.
- Meet one-on-one with 8-10 students each week and document these interactions. Follow-up as needed.
- Oversee student nightly sign-in and off-campus sign-outs.
- Compensation: $4,500

Classroom PA specific responsibilities:
Dates of employment:
Training, June 3-7, 9:00am-5:00pm (required for all PAs)
Middle School Summer Challenge, June 17-28
High School Summer Institutes, June 9-August 10

- Attend all required activities M-F:
  o Middle School 9:00am to 5:30pm
  o High School 9:00am to 4:30pm
- Take attendance at morning and afternoon sessions.
- Assist guest lecturers and instructors as needed.
- Monitor student academic performance.
- Complete end-of-session academic evaluations.
- Compensation: $500 per week of employment

Qualifications:
- Must be 18 years or older.
- Prior experience working with 11-17 year olds preferred.

Application/interview dates:
- February 22: Applications due
- February 25: Notification sent to selected applicants to interview for the position
- March 2: Required group interview
- March 4-10: Individual interviews
- March 15: Selection of Summer Experiences staff for 2019 announced
- April 5: Contracts due back
Which position are you applying for?
- Classroom PA
- Residential PA
- Both

If applying for Classroom PA, which program would you prefer working with?
- Middle School Summer Challenge
- High School Summer Institutes
- Either

General Information:

First Name: ____________________ Last Name: _____________________________ Preferred First Name: __________________

Cell Phone: (______) ___________________ Email: ___________________________________________________________

Permanent Home Address: _____________________________________________________________
Street Address City State Zip Country

Are you a citizen or national of the United States, or an alien lawfully admitted for permanent residence, or an alien authorized by US citizenship and Immigration Services to work in the United States and at WashU?  □ Yes  □ No

Are you currently employed by WashU?  □ Yes  □ No

Have you ever been involuntarily terminated from any position (not including loss of grant funding, layoff, reduction in staff, or reorganization)?  □ Yes  □ No

Have you ever been convicted of (or entered a plea of guilty or no contest/nolo contender to) a crime or had a suspended sentence for a crime?  □ Yes  □ No

Are you under 18 years old?  □ Yes  □ No

Foreign Languages Spoken: ______________________________________________________________________________________

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

Have you served as an RA 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 learn of the job? ______________________________________________________________________________________

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 PA?
2. What does it mean to be a role model?
3. How would you support a student who is struggling academically?
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. Have them complete the attached Reference Form and return it to you in a sealed envelope to submit with your application or email directly to Becki Baker at b.baker@wustl.edu.

Name: ___________________________________________ Relationship to you: ___________________________________________

Phone: ___________________________________________ Email: ___________________________________________

Resume:

Attach a resume that includes any relevant work and volunteer 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___________________________

Application submission:

Turn in application and all supporting materials in a single envelope by February 22, 2019 to:
Summer Experiences- Program Assistant Application
Campus Box 1145
11 North Jackson Road, Suite 1000
St. Louis, MO 63105-2153

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

Questions?

Becki Baker
Director of Pre-College Programs
b.baker@wustl.edu
314-935-4807
Summer Experiences
Program Assistant Reference Form

Name of Applicant: ____________________________________________________________

Your Name: __________________________________________________________________

Phone Number: ___________________ Email: ________________________________

How long have you known the applicant? _________ Relationship to the applicant? ___________________

Do you have any reservations or adverse information about the applicant’s suitability for working in an academic program for children ages 11-17? □ Yes □ No If yes, please explain.

Professionalism, good judgment, and a strong sense of responsibility are required for working with children. Has the applicant demonstrated these traits? □ Yes □ No If yes, in what ways?

Has the applicant demonstrated the ability to be a team player? □ Yes □ No If yes, in what ways?

Does the applicant work well under pressure? □ Yes □ No If possible, provide examples.

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 □ 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 □ 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 any additional comments concerning the applicant to this form.