

## Summer Experiences 2018 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 an 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 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 as it pertains to this additional responsibility and work load. Visit our website, [summerexperiences.wustl.edu](http://summerexperiences.wustl.edu), for more information about our programs.

We are hiring for two distinctive PA positions; Residential PA and Academic PA. Applicants **can** apply for both the Residential and Academic PA positions concurrently.

**Residential PA**- serve as primary adult supervision for our residential minors. Responsible for implementing evening and weekend programming, managing student behavior, and supporting our students' development of independent living skills.

**Academic PA**- provide assistance to instructors, facilitate activities and discussions, and assist with managing classroom behavior in our noncredit programs.

### Residential PA Responsibilities:

- 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 student assignments, and taking a general interest in the students' academic work.
- Work closely with the Residential Supervisor and other PAs to plan and 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.
- Spend all weekends in the residence hall, unless on a scheduled night off.
- Commit to the entire length of the program including staff training.
- Enforce program policies and create a safe, respectful community.
- Respond to all emergency situations.
- Other duties may arise as program progresses.

Residential PAs 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.

### Academic PA Responsibilities:

- Attend all activities M-F 8:30am-5:30pm.
- Take attendance at morning and afternoon sessions.
- Lead all off-campus field trips.
- Facilitate academic activities and discussions.
- Assist guest lecturers with presentations.
- Assist instructors as needed.
- Advise students on assignments and provide feedback.
- Review student assignments; provide specific feedback to students in a timely fashion.
- Monitor student academic performance and complete end-of-session academic evaluations.
- Manage student behavioral issues.
- For Middle School Only: Supervise students during lunch.
- Enforce program policies and create a safe, respectful community.
- Respond to all emergency situations.
- Other duties may arise as program progresses.

Academic PAs must commit to work the eight week time period with the exception of those working exclusively with Middle School Summer Challenge.

## Qualifications

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

## Application/Interview Dates

February 16:	Applications due.
February 19:	Notification sent to selected applicants to interview for the position.
February 25:	Required group interview.
February 26-March 9:	Individual interviews.
March 16:	Selection of Summer Experiences staff for 2018 announced.
April 6:	Contracts due back.

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## Required Dates for Residential PA

May 11:	Res Life training
June 3: **	Staff Move in to Dorm
June 4-8:	Required Staff Training
June 10:	Students Move in to Dorm
August 17:	Students Move Out of Dorm
August 18:***	Staff Move Out of Dorms

\*\* We are not able to provide housing between the end of the spring semester and staff move-in June 3<sup>rd</sup>.

\*\*\* We are not able to provide housing between staff move out on August 18<sup>th</sup> and the start of the fall semester.

## Residential PA Compensation

- \$3,000 total paid over 6 pay periods.
  - Housing in the residence hall.
  - \$1,650 in Bear Bucks paid in a lump sum on June 3 (equivalent to \$150/week).
  - One night off per week, beginning at 5pm.
  - Event tickets for all program-sponsored activities.
  - If a PA requires a summer parking pass, Summer Experiences will reimburse the cost of the pass.
  - If a PA is not eligible for a WashU U-Pass, Summer Experiences will provide 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/Final Projects - \$10/hour
    - Assist with Middle School Activities - \$25/activity
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## Required Dates for Academic PA

June 4-8:	Required Staff Training
June 18- 29:	Middle School Summer Challenge
June 10- August 3:	High School Summer Institutes

## Academic PA Compensation:

- \$4,000 for High School Summer Institutes; \$1,000 for Middle School Summer Challenge
- \$150 in Bear Bucks for staff training.
- If a PA requires a summer parking pass, Summer Experiences will reimburse the cost of the pass.
- If a PA is not eligible for a WashU U-Pass, Summer Experiences will provide a metro pass.
- Extra opportunities for compensation (all paid in Bear Bucks):
  - Summer Scholars Tutoring - \$25/hour
  - Tutoring and Editing for Written Assignments/Final Projects - \$10/hour
- We will extend required dates for two Academic PAs for the Young Leaders Institute from August 5-11; additional compensation for this week will be \$500



Summer Experiences  
2018 Program Assistant Application

Which position are you applying for?  
 Academic PA     Residential PA     Both

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

**General Information:**

First Name: \_\_\_\_\_ Preferred First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Gender: \_\_\_\_\_ WashU Student ID Number: \_\_\_\_\_

Local Address: \_\_\_\_\_  
Campus Box #, or street address

WashU Residential Hall and Room Number: \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Permanent Home: \_\_\_\_\_  
Address                      Street Address                      City                      State                      Zip                      Country

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:  
\_\_\_\_\_

Were you referred by someone for this position?  Yes     No    If yes, by whom? \_\_\_\_\_

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 (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 16, 2018 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](mailto:b.baker@wustl.edu)

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? \_\_\_\_\_

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

Are there any factors that might limit the applicant's effectiveness in a pre-college setting?  Yes  No  
Please explain:

Please describe the work ethic of this applicant.

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