Summer Experiences 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 17*

- Spend evenings, beginning at 5pm, in the residence hall.
- 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:
  - Middle School 9:00am to 5:30pm
  - 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.
- Current or former Washington University students preferred.
- 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
Summer Experiences
2019 Program Assistant Application

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: ____________________ 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. 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: _______________________________________

Employment Record:

Attach a résumé 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? ___________________

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.