Summer Experiences
2019 Supervisor Job Expectations

The role of the supervisor team for Summer Experiences is to oversee program logistics, supervise Program Assistants (PAs), and facilitate a successful experience for all students. You can achieve this by planning and implementing educational and recreational activities, providing information about university resources, supporting instructors and staff, and enforcing program policies and procedures. Our students are all 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 with this additional responsibility and work load. The supervisor positions are challenging and rewarding experiences with opportunities to develop skills in many areas such as leadership, staff management, communication, educational programming, counseling, and crisis management. They are considered full-time temporary positions. Visit our website at summerexperiences.wustl.edu for information about the programs.

Summer 2019 Dates of employment: June 3-August 17
Compensation: $7,425

### Responsibilities of all supervisors:
- Lead staff training sessions.
- Lead weekly staff meetings.
- Meet weekly with Director and other supervisors to coordinate program details.
- Mentor and advise staff.
- Meet individually with staff or students to resolve issues.
- Be knowledgeable of course syllabi and program schedules.
- Monitor weekly one-on-one’s and other interactions between staff and students and provide feedback to Director.
- Conduct regular performance evaluations for each staff member.
- Oversee and adjudicate student disciplinary issues and documentation.
- Consult with Director on serious infractions of procedures or policies by staff or students.
- Serve as program liaison with Summer Conferences, Campus Police, Residential Life, Event Management, Housekeeping, Facilities, and other on and off-campus providers.
- Create an environment conducive to intellectual discourse and promote healthy academic behaviors.
- Respond to medical emergencies; accompany students to health center or emergency room.
- Communicate with parents regarding health concerns, behavioral issues, or logistical follow-up.
- Communicate academic or residential concerns to Director and other supervisors.
- Provide assistance to Director as needed.
- Other duties as assigned.

### Required Qualifications:
- At least 21 years old.
- Minimum Bachelors Degree received by June 3, 2019.
- Current or former Washington University student preferred.
- Prior experience working with 11-17 year olds.
- Strong written and oral communication skills.
- Strong interpersonal and critical thinking skills.
- Ability to manage high stress situations.
- Strong organizational skills.
- Ability to function autonomously.
- Ability to complete tasks by communicated deadlines.
- Prior supervision experience.
- Prior experience working in a camp or other youth development setting preferred.

### Individual responsibilities of supervisor team:

<table>
<thead>
<tr>
<th>Residential Supervisor</th>
<th>Academic Supervisor</th>
<th>Program Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Live on campus (housing provided).</td>
<td>• Live on campus (housing provided).</td>
<td>• Nonresidential position.</td>
</tr>
<tr>
<td>• Oversee residential PAs.</td>
<td>• Create curriculum for and lead weekly academic support groups.</td>
<td>• Oversee classroom PAs.</td>
</tr>
<tr>
<td>• Manage residential staff on-duty and nights off calendars to ensure proper staff coverage.</td>
<td>• Monitor student academic performance and meet with students as needed.</td>
<td>• Ensure proper staff coverage for all on and off campus day time activities.</td>
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<tr>
<td>• Plan and execute all social events and weekend outings.</td>
<td>• Review student project proposals.</td>
<td>• Assist with planning and executing of special program events.</td>
</tr>
<tr>
<td>• Coordinate and organize all check-in and check-out weekends.</td>
<td>• Oversee the completion of student academic mid-session evaluations for our for credit students.</td>
<td>• Serve as program liaison with instructors and guest lecturers.</td>
</tr>
<tr>
<td>• Manage all residential paperwork.</td>
<td>• Assign tutors to students on an as-needed basis.</td>
<td>• Monitor student attendance records and field trip procedures.</td>
</tr>
<tr>
<td>• Oversee the completion of weekly one-on-one’s and group meetings between residential PAs and students.</td>
<td>• Oversee the completion of noncredit student academic evaluations.</td>
<td>• Coordinate and organize middle school commuter drop-off and pick-up.</td>
</tr>
<tr>
<td></td>
<td>• Attend classes as needed and provide feedback on instructors and PAs.</td>
<td></td>
</tr>
</tbody>
</table>

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Summer Experiences
2019 Supervisor Application

Which position are you applying for (check all that apply)?
☐ Residential Supervisor  ☐ Academic Supervisor  ☐ Program Supervisor

General Information:

First Name: ______________________  Last Name: ________________________________ Preferred First Name: ______________________

Gender: ___________________________  Birth Date: ______________  Social Security No: ____________________________

Cell Phone: (______) ___________________  E-mail:______________________________________________________________________________

Address: ___________________________________________ Street Address ____________________________________________________________________________

City ___________________________ State ___________ Zip _________ Country ____________

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: ___________________________________________________________________________________

Were you referred by someone for this position?  ☐ Yes  ☐ No If yes, by whom? ____________________________

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

1. What is your motivation for applying to be a supervisor?
2. Read the job description carefully. What skills/abilities/experience do you have that would make you a successful supervisor?

References:
Please list two references. Have them each complete the attached Reference Form and return it to you in a sealed envelope to submit it with your application or email directly to Becki Baker at b.baker@wustl.edu.

Name: ____________ _______________________________________ Relationship to you: __________________________________

Phone: ___________________________________ Email: ______________________________

Name: ____________ _______________________________________ Relationship to you: __________________________________

Phone: ___________________________________ Email: ______________________________

Employment Record:
Attach a résumé that includes any relevant work and academic 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:
Summer Experiences- Supervisor Application
Campus Box 1145
11 North Jackson Road, Suite 1000
St. Louis, MO 63105-2153

or by email to Becki Baker, Director of Pre-College Programs, b.baker@wustl.edu
Summer Experiences
Supervisor Reference Form

Name of Applicant: ____________________________________________

Your Name: ____________________________________________________

Telephone 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:

Are there any factors that might limit the applicant’s effectiveness in a pre-college setting? □ yes □ no
Please explain:

Would you hire the applicant to supervise a group of undergraduate students? □ yes □ no
Please explain:

Please describe the work ethic of this applicant:

Please check the following as they apply to the applicant:

<table>
<thead>
<tr>
<th>Communication Skills (voice, command of language)</th>
<th>Outstanding</th>
<th>Above Average</th>
<th>Average</th>
<th>Below Average</th>
<th>Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enthusiasm</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
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<tr>
<td>Character (integrity, loyalty, sincerity, trustworthy)</td>
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<td>□</td>
<td>□</td>
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<td>□</td>
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<tr>
<td>Leadership Ability (takes charge, listens to others)</td>
<td>□</td>
<td>□</td>
<td>□</td>
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<td>Positive Attitude</td>
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<td>□</td>
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<td>Empathy/Compassion for Others</td>
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<tr>
<td>Maturity</td>
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<tr>
<td>Patience</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
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</tbody>
</table>

___________________________________________________________ _______________________
Signature Date

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