About:

The College Prep Program is an immersive, on-campus learning experience at Washington University. Incoming scholars live on campus for two weeks the summer after freshman year and three weeks the summers after sophomore and junior year. College Prep scholars also attend workshops, lectures and campus activities throughout the school year. Graduates of the program leave ready to excel — academically and socially — in college.

The College Prep Program is a free (no cost to students or their families) 3-year experience, beginning after a student’s freshman year of high school and continuing the following two summers after their sophomore and junior years of high school. This is a year-round program with the centerpiece being a summer residential experience housed on the Washington University campus.

The Office of Government & Community Relations is seeking qualified Washington University in St. Louis undergraduate candidates to fulfill the role of Program Assistants for the Washington University College Prep Program. Program Assistants (PAs) are integral members of the Washington University College Prep Program and should possess and/or have a willingness to support the program participants. Interested candidates should have a passion for youth development, an openness and appreciation for different backgrounds and identities, as well as the ability to work proactively in a structured environment serving as a mentor and role model to participants.

Position Description:

The primary role of the PA is developing a community through engaging the participants in programming opportunities, academic enrichment, and social activities. PAs create opportunities for students to learn about themselves and others and are responsible for facilitating the general safety and wellbeing of the community.

As a representative of the Office of Government & Community Relations at Washington University in St. Louis, Program Assistants (PAs) must abide by and uphold University regulations as well as state and federal law. Program Assistants will be subject to a criminal background check as well as additional training for working with minors.

The Program Assistant position is a rewarding experience. There are opportunities for PAs to develop skills in many areas including leadership, communication, programming, and other transferable skills. Successful candidates will be invited to participate in a 30-minute interview before final decisions are made. If you have any questions, please contact Courtney E. Brewster via email at courtney.brewster@wustl.edu or 314-935-8295.

Dates of Employment: June 3rd 2015-July 3rd 2015

Application Timeline: Applications Available-Monday, February 9th, 2015
Application Due-Friday, February 27th, 2015 at 5pm

Hiring Notifications will be communicated by March 27th, 2015

Qualifications: In order to apply, candidates must meet the following qualifications:
  o Completion of background check and training for working with minors
  o Undergraduate students must have a minimum 2.5 GPA
  o Positive student conduct report with the university

Time Commitment:

- Program Assistants must attend an all-staff PA training on May 8th, 2015 from 8:00 a.m.-5:00 p.m.
- Program Assistants will have no other commitment other during the residential summer program.
Program Assistants will:

- Work with the leadership team and program assistant staff to plan, implement, and evaluate all on and off campus activities
- Organize and implement daily programs (i.e. BBQ, movie night, etc.) throughout the duration of the residential summer program
- Become acquainted with residents to understand their emotional, physical, academic, and social needs
- Contact Residential Life staff members in the residence hall for emergency and crisis management
- Facilitate conversations to seek resolution of interpersonal conflicts among program participants
- Role model positive behavior consistent with University’s Community Principles and Policies
- Work with other program assistants to meet the needs of residents, faculty, staff, and guests
- Attend scheduled staff meetings with other program assistants and the leadership team
- Serve as a resource for students while also creating a safe, respectful environment
- Report any facilities/housekeeping concerns to Residential Life staff members
- Participate in staff functions under the direction of the leadership team
- Treat all students, staff, and faculty consistently, fairly and with dignity
- Perform administrative responsibilities effectively and efficiently
- Receive and convey all information appropriately and accurately
- Attend assigned on- and off-campus trips and programs
- Assist in the opening and closing of the program
- Fulfill other responsibilities as assigned by the leadership team

Benefits:

- Fully furnished room beginning June 1st, 2015-July 5th, 2015
- $10.00 per hour, maximum of 32 hours/week
- Wired and wireless Ethernet connections
- Board credit equal to 714 points

Additional Information:

- Program Assistants are able to drive a university vehicle with a current Motor Vehicle Report on file in the Office of Residential Life
- Program Assistants are expected to reside in the assigned residence hall room for the duration of the residential summer program
- For more information about the College Prep Program, click here: College Prep Scholars