

# Washington University College Prep Program

## Program Assistant Job Description

### Overview:

The College Prep Program (CPP) is a no-cost, three-year experience that serves to prepare St. Louis-area high school students for success at a college or university that best matches their interests and needs. CPP provides students with year-round support, with the center focus being a Summer Academy experience that combines college preparation workshops, undergraduate coursework for credit, and activities centered around personal awareness and development. Graduates of the program leave ready to excel—academically and socially—in college.

### Position Description:

The Office of Admissions & Financial Aid is seeking qualified Washington University in St. Louis undergraduates and undergraduate CPP alumni scholars to fulfill the role of Program Assistant for the College Prep Program. Program Assistants (PAs) are integral members of the Washington University College Prep Program team and provide direct supervision of the high school scholars. Interested candidates should have a passion for youth development, an openness and appreciation for different backgrounds and identities, and the ability to work proactively in a structured environment serving as a mentor and role model to scholars. Additionally, the Program Assistant position is a rewarding experience with opportunities to develop in many areas such as leadership, communications, and programming.

The primary role of the Program Assistant is developing a community through engaging the scholars while in programming opportunities, academic enrichment, and social activities. Program Assistants create opportunities for students to learn about themselves and are responsible for facilitating the general safety and wellbeing of the community by attending classes, sessions, breaks, meals, and off-campus events with scholars. When in-person, Program Assistants are expected to reside in the assigned residence hall room for the duration of Program Assistant Training and the Summer Academy session.

Summer Academy Program duties include:

- Supporting daily programming responsibilities as assigned by the Leadership Team and/or campus partners on 3-6 hour shifts (working a minimum of 30 hours per week, maximum of 40 hours) between the hours of 7:45 a.m. and 9:00 p.m. When in-person, a shift from 8:30 p.m. to 10:00 p.m. will also be scheduled for the rising senior cohort for a variety of evening activities. When virtual delivery of curriculum occurs, sessions are from 9:00 a.m. to 5:00 p.m. with staff check-in 30 minutes before each session.
- Providing an academic/enrichment program for scholars during the Summer Academy Session.
- When in-person, notifying the Leadership Team to convey emergent concerns, including reporting any facilities/housekeeping issues.
- When in-person and if requested, participating in an on-call rotation beginning from 9:00 p.m. to 7:45 a.m. to provide emergency and crisis support for scholars.
- When in-person, attending the 9:00 p.m. daily staff meetings. Program Assistants are allowed two meeting exemptions during Summer Academy, and meetings do not occur on Fridays or Saturdays.

### Apply:

Submit your online application by clicking the “Work With Us” tab on the College Prep Program link, <https://collegeprep.wustl.edu/> and choosing “Program Assistant” from the dropdown menu. Applications are due on **Friday, February 24, 2023**. You are required to upload a resume and list the contact information of two references.

- \$12.65/ part-time hourly wage (non-exempt and non-benefits eligible)
- Residence hall room during Program Assistant Training and Summer Academy (in-person)
- 300 meal points during Program Assistant Training and Summer Academy (in-person)

**Note\* Meal points are subject to change due to live-in requirement and employment status.**

### Requirements:

- Must be enrolled as a full-time Washington University undergraduate student or be a Washington University College Prep Program Alumni Scholar enrolled full-time at another college/university.
- Must successfully complete a background check and supplemental minors on campus training
- Engage in behavior consistent with the University's Community Principles and Policies and must abide by and uphold University regulations, as well as state and federal law.
- Ability to maintain confidentiality and complete expectations as assigned by the College Prep Leadership Team.
- Ability to work proactively in a structured environment serving as a mentor and role model to scholars.
- Have a positive student conduct standing with the university.

**Interview Days:** March 20-March 24, 2023

### Time Commitment:

Program Assistant Training and Orientation: May 30, 2023-June 2, 2023. Please expect training to occur between 9:00 a.m. and 5:00 p.m. When in-person, Program Assistants are expected to move into the residence hall approximately 1-day prior to the start of training. Due to the work schedule, Program Assistants are able to enroll in classes and have additional jobs during Summer Academy; however, the combined hours of Washington University employment cannot exceed 40 hours in one week. Additionally, pending a positive Summer Academy evaluation, Program Assistants have the opportunity to work during the academic year to further support scholar development.

\*Note: Alumni Scholar Program Assistants that attend institutions outside of Washington University can only work during the Summer Academy session.

### Dates of Importance:

- Program Assistant Welcome & Orientation: TBD
- Program Assistant Training: May 30, 2023-June 2, 2023
- Summer Academy Session-June 4, 2023-June 30, 2023
- Academic Year Session: July 1, 2023-May 2024

Learn more about the College Prep Program



Apply to be a Program Assistant

