PROGRAM ASSISTANT

PROGRAMS: SUMMER@BROWN, INTENSIVE ENGLISH PROGRAM, LEADERSHIP INSTITUTE, PRE-BACCALAUREATE (6 POSITIONS)

ABOUT US:
The Brown University Pre-College Summer Programs enroll over 5,000 middle and high school students (12-18 years old) from all over the world to engage in first-year college level coursework, and accompanying intellectual growth. Students enroll in courses ranging from one to seven weeks in length, with hundreds of courses to choose from. This is an opportunity for inquisitive students to experience college level academics, participate in fun and challenging activities, make decisions in an independent setting, and learn from and with a diverse group of peers.

There are numerous Pre-College programs for middle and high school students to choose from, and they can be found at http://www.brown.edu/academics/pre-college/overview.php. The Program Assistants will work to develop and implement activities specifically to support students attending Summer@Brown, Intensive English Program (IEP), Pre-Baccalaureate, Leadership Institute, as well as several small programs developed with partnering institutions who are generally 15-18 years old.

GENERAL JOB DESCRIPTION:
The Program Assistant position offers an opportunity for undergraduate students to gain practical experience in fostering welcoming and inclusive living-learning communities through development and implementation of student activities for summer pre-college programs. There are over 800 events, activities, and off-site trips offered throughout the summer. The practical experience consists of two parts: intensive training led by professionals in student affairs and coordination through hands-on leadership experience.

Program Assistants play an instrumental role in providing enriching and educational experiences for pre-college students outside of the classroom. Program Assistants directly report to an Activity Manager, who is a graduate student earning a Master’s degree in Student Affairs.

There are four activities series which Program Assistants support:

- **Engage Program Series**: Students explore their social understanding on and off-site, by learning about clubs and organizations helping local nonprofits. This includes the Beyond the Book Series, and Weekend Off-Site Trips.
- **Grow Program Series**: Students learn to transition to college successfully and explore academic paths. This includes the College Success programs, Distinguished Speakers, Faculty Lunches, and the Path-To programs.
- **Challenge Program Series**: Students step out of their comfort zone by making new friends, participating in physical activity, and learning about diversity. This includes the BeU Multicultural Lounge, Sunday Socials, and the Recreational Programs.
Leadership Institute Challenge Course/Low Ropes: Students attending the Leadership Institute and Brown Environmental Leadership Lab (BELL) participate in the challenge course.

This position requires excellent organizational, communication, and leadership skills; attention to detail; the ability to follow through with assignments; and work collaboratively as part of a team. A successful Program Assistant will also exhibit a positive attitude with energy and enthusiasm, a sense of humor, flexibility, and the interest to work with students and staff from different backgrounds. This live-in position requires staff to display professionalism, maturity, positive role modeling behavior, and good judgement at all times.

GENERAL JOB FUNCTIONS:

- Build a sense of community and belonging amongst the Pre-College students
  - Provide assistance with seven Sunday check-ins, ranging from 350 – 1,750 students each week.
  - Promote and encourage students to attend community events offered by Residence Life and the School for Professional Studies.
  - Plan and facilitate activities and programs designed to promote community, wellness, and academic success.
  - Answer student and parent/guardian inquiries.
  - Serve as a mentor and resource regarding policies and procedures.
  - Chaperone on-campus social events and off-campus trips (days, evenings, and weekends).

- Create safe and supportive environments for Pre-College program students
  - Act as a liaison to refer students to appropriate resources as needed.
  - Report unsafe, inappropriate, and concerning behavior.
  - Enforce policies and procedures.

- Training Responsibilities
  - Attend and participate in Program Assistant Training

- Collaborate with other staff to build community among peers
  - Attend weekly staff meetings on Thursdays.
  - Assist with planning and staff scheduling for your program series.

- Administrative work
  - Complete administrative paperwork including, but not limited to health and safety forms and program forms.
  - Update events and activities on Guidebook on a daily basis.
  - Staff the supply room for program materials to be checked in and out.

- Learn about and understand the Pre-College programs in order to better support students’ success in and out of the classroom. Work with Pre-College Program Directors, where appropriate, to support these goals.

- Work collaboratively with various departments such as Media Services, Brown Card Office, Facilities Management, Conference Services, Dining Services, and Athletics.

- Participate in Outdoor Challenge Ropes Course training and facilitation to students in the Leadership Institute (optional).

- Meet with supervisor for weekly one-on-one.

- Complete other duties as assigned.

- Work evenings and weekends regularly.

REQUIREMENTS:

- Must be an undergraduate student.

- Given the responsibilities of this position, only 15 hours a week of outside commitments are permitted (includes, but not limited to, any employment, internships, research positions, teaching assistant positions, or educational opportunities including class requirements). These hours cannot take place on Sundays.
● No outside commitments from June 3 - 9, 2017 due to required training.
● Undergraduate students who are Program Assistants are considered employees for the duration of their employment, so are not permitted to have guests stay in their residential spaces. Employees will need to seek alternative housing options for guests.
● Evening and weekend work is expected.
● Permitted three 24-hour vacation days approved by supervisor.
● Finalists receive a conditional offer of employment pending the outcome of a criminal background check.

COMPENSATION:
● $2,700 total stipend. Paid bi-weekly and will be prorated in the instance of early departure.
● Contract dates are June 3 - August 6, 2017.
● A single room and a meal plan.