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.

STEM I and II (Science, Technology, Engineering, and Math) are the only Brown summer academic programs focused on middle and early high school students. Besides these two programs, there are numerous Pre-College programs for high school students. All programs can be found at http://www.brown.edu/academics/pre-college/overview.php. The Program Assistant will work specifically with middle and early high school students attending the STEM I and STEM II programs who are generally 12-16 years old.

GENERAL JOB DESCRIPTION:
The Program Assistant position offers an opportunity for an undergraduate student to gain practical experience in fostering a welcoming and inclusive environment through development and implementation of student activities for a summer pre-college program dedicated to immersing young students in science. Each program is offered once in the summer for two-weeks, and focus on helping students explore the STEM subjects, and more broadly, what it means to be a scientist. Besides attending class, these students participate in inquiry activities, intellectual science discussions, non-academic events, team building exercises, and off-site trips; all of which the Program Assistant works to make successful and important experiences for students.

The STEM I Program (mid-July) enrolls middle school students, who are rising 7th and 8th graders (12-14 years old). Due to the age of the participants, STEM I residents require 24-hour supervision. The Program Assistant will help ensure this level of oversight by being present in a variety of ways as listed below in the STEM I and STEM II specific job functions.

The STEM II Program (end of June) enrolls high school students, who are rising freshman and sophomores (13-15 years old). Due to the age of the participants, STEM II residents need a modified level of supervision. The Program Assistant will help ensure this level of oversight by being present in a variety of ways as listed below in the STEM I and II specific job functions.

The practical experience consists of two parts: intensive training led by professionals in student affairs and coordination through hands-on leadership experience. The Program Assistant plays an instrumental role in providing enriching and educational experiences for pre-college students outside of the classroom. The
Program Assistant reports to the STEM Activity Manager who is a graduate student enrolled in a Master’s program in Student Affairs.

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. With an ability to carry out plans independently, this live-in position requires staff 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.
  - Staff a table during STEM I and II program check ins and process all paperwork needed for trips and events.
  - Provide early arrival and late arrival check-in support for STEM participants.
  - Directly support the travel alone process for minors attending the program.
  - Answer student and parent/guardian inquiries.
  - Serve as a mentor and resource regarding policies and procedures.

- **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
  - Attend STEM Program specific Staff Training

- **Collaborate with other staff to build community among peers**
  - Meet with the STEM administrative team daily while STEM programs are in session.

- **Assist with planning and staff scheduling for STEM I and II programs and events**
  - Assist Activities Manager with the creation of the 24-hour supervision schedule used by STEM I that will be executed by Resident Assistants (may be asked to assist during programs and events).
  - Chaperone on-campus social events and off-campus trips (days, evenings, and weekends).

- **Complete administrative paperwork including, but not limited to health and safety forms and program forms.**

- **Learn about and understand the STEM I and II programs in order to better support the 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.**

- **Meet with supervisor for weekly one-on-one. Complete other duties as assigned.**

- **Work evenings and weekends regularly.**

**REQUIREMENTS:**

- Must be an undergraduate student.
- No other obligations, including, but not limited to, employment, internship, or academic course (unless directly connected to internship–must be approved by Residential Life).
- Evening and weekend work is expected.
- 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.
● Permitted three 24-hour vacation days approved by supervisor. Days off cannot take place during the times stipulated below:
  o Required Training: June 3 - 9, 2017
  o Required STEM-specific Training: June 10 - 16, 2017
  o STEM II: June 24, 2017 to July 8, 2017
  o STEM I: July 15, 2017 to July 29, 2017
● Finalists receive a conditional offer of employment pending the outcome of a criminal background check.

COMPENSATION:
● $2,800 total stipend. Paid bi-weekly and will be prorated in the instance of early departure.
● Contract dates are June 3 - July 30, 2017.
● A single room and a meal plan.