

International Summer Study 2017 Program Assistant Job Expectations

International Summer Study:

<http://summerschool.wustl.edu/international>

Fudan at Washington University Summer Program

<http://pages.wustl.edu/fudansummer>

General Responsibilities:

As a Program Assistant for International Summer Study, you serve as an advisor and mentor for individuals and groups of residents for the entire program. Your primary role is to help residents create a positive community and academic atmosphere. You can achieve this by helping to implement educational, cultural, and recreational activities, providing information about university resources, informing residents about Wash U policies and procedures, and enforcing these policies and procedures. We expect a strong commitment from our PAs, and we recognize that commitment by providing a stipend to our PAs in addition to free housing and meals. PAs are important role models for the participants. Your personal conduct, therefore, must be above reproach and serve as a good example for students to follow. As a PA, you are expected to adhere to the Campus Code of Student Conduct. Additionally, you are expected to comply with all local, state, and federal laws.

Specific Responsibilities:

- Live in the residence hall and serve as a resource for 25-50 students during their stay.
- Enforce university policies and provide a presence on the floors in order to create a safe, respectful community.
- Respond to all emergency situations.
- Work closely with the administration to facilitate programs and activities for the participants.
- Report any facilities/housekeeping concerns.
- Pick up participants' mail from the mailroom before it closes and distribute.
- Spend all nights in the residence hall.
- Attend social events and activities as required.
- You may take one Wash U class per session on campus OR work part-time. Any other employment must be part-time, must not involve evening hours, and must be approved by administration.
- If taking a class, you are expected to meet all the obligations set for that the class (i.e., attending every class session) in order to set a positive example for the participants.
- You must commit to the entire length of the program plus staff training.
- Other duties may arise as program progresses.

Conduct Expectations:

- Romantic relationships between staff members and students are prohibited.
- You are not permitted to drink, possess, or store alcoholic beverages anywhere in the residence hall, even if of legal drinking age. Providing alcohol to underage residents will result in immediate termination of employment.
- Consumption or possession of unlawful drugs, on or off campus, is grounds for immediate termination of employment.

Dates for Summer 2017:

Residential Life Training:	May 12 (<i>subject to change</i>)
Staff Move-In to Dorms:	July 12
Staff Orientation:	July 12, 13, and/or 14
Program Dates:	July 14 - August 18
Staff Move-Out of Dorms:	August 19

Compensation:

- Stipend of \$500.
- Free housing in the residence hall from July 12 - August 18.
- Food allowance placed on your campus card for the summer equal to \$500.

 Washington University in St. Louis
International Summer Programs
2017 Program Assistant Application

General Information:

Name: _____
last first mi preferred name

Male Female Birth Date: _____

Local Address: _____
Campus Box #, or street address residence hall room #

Local Phone: _____ Cell Phone: (_____) _____ E-mail: _____

Permanent Home: _____
Address _____

Permanent Phone: (_____) _____

Current Class Level: FR SO JR SR GR College: AR AS BU EN FA

Major(s): _____ Minor(s): _____

Have you been an RA while at WU? Yes No I am applying for next year

If yes, what dormitory and year have you been an RA: _____

Activities and Interests:

List and briefly describe any campus and/or community involvement/leadership positions:

What are your personal hobbies that you do in your spare time:

Special training or skills:

Foreign Languages: _____

Certifications or Training (i.e., CPR): _____

Other: _____

(continued)

Short Answer:

Answer each question, no longer than a paragraph each, and attach on another page:

1. What personal strengths would you bring to the role of Program Assistant?
2. What ideas do you have for your residents to make their residential and academic experience a memorable one?
3. What does it mean to be a role model?
4. What are your other plans for the summer (i.e., summer school, on-campus job, off-campus job, etc.)?

Reference:

Please list a reference (preferably someone affiliated with WU).

Name: _____ Relationship to you: _____

Phone: _____ Email: _____

Employment Record:

Attach a résumé that includes any relevant work 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 _____

Turn in application and supporting materials in a single envelope by
February 17, 2017 to:
Christina Zebrowski
c/o International Summer Study - PA Application
Campus Box 1064
January Hall, Room 100

Questions? Please contact: Christina Zebrowski (clzebrow@wustl.edu)