International Summer Study
2018 Program Assistant Job Description

General Responsibilities:
As a Program Assistant (PA) for International Summer Study, you serve as the program ambassador and mentor for visiting international students in the program. Please review the above websites to learn more. We receive students from around the world, but our largest partner is Fudan University in China. Your primary role is to create a positive community and academic atmosphere for program participants. You will achieve this by being a sensitive and generous presence in the residence hall, helping to implement educational, cultural, and recreational activities, providing information about university resources, informing residents about WashU 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 in addition to free housing and meals. PAs are important ambassadors of Washington University and American university life; they serve as 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 international 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 mail room before it closes and distribute.
• Spend all nights in the residence hall.
• Attend social events and activities as required.
• Commit to the entire length of the program plus staff training.
• Other duties may arise as program progresses.

Other Points of Interest:
• You may take one Wash U class per session on campus. Other part-time employment will be reviewed/approved on a case-by-case basis. In general, other employment must be part-time, must occur during morning and/or early afternoon hours only, 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.

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 2018:
Residential Life Training: May 11 (attendance required)
Staff Move-In to Dorms: July 11
Program Kick-Off: July 11 – 15 (attendance required)
Program Dates: July 13 - August 17
Staff Move-Out of Dorms: August 17

Compensation:
• Stipend of $500.
• Free housing in the residence hall from July 11 - August 17.
• Food allowance placed on your campus card for the summer equal to $500.
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:
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Describe any international and intercultural experiences that you have had in the past:
__________________________________________________________________________________________________
__________________________________________________________________________________________________

Identify your personal hobbies and activities 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 to make the residential and academic experience a memorable one for program participants, keeping in mind that these are visiting international students?

3. What does it mean to be a role model and ambassador in the context of an international summer program?

4. What other plans do you have 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 16, 2018 to:
Christina Zebrowski
c/o International Summer Study - PA Application
Campus Box 1064
Academy Building, Office 209A
310 Melville Ave.
St. Louis, MO 63130-4601

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