



COLORADO COLLEGE Summer Session

Program Assistant Position Description– Summer 2018

Mandatory Training – May 23, 2018 – May 25, 2018

Dates of Position – May 29, 2017 – July 26, 2017

General Description of Position

The Summer Pre-College program at CC offers exceptional high school students the opportunity to experience college life by taking summer classes and living on campus. Summer Program Assistants (PAs) live on campus in the pre-college community and are expected to be leaders and role-models to the community. PAs are responsible for working with residents to ensure their safety, well-being, and sense of belonging to their community and the campus as a whole, while providing a worthwhile, positive residential experience. PA's report directly to the Summer Session Specialist and will work closely with Residential Life.

Qualifications

The following specific conditions must be met to serve in the position:

- A. Enrollment Status – Program Assistants must have a cumulative GPA of 2.75.
- B. Discipline and Academic Standing – All PA's must be in good academic and disciplinary standing at Colorado College prior to and throughout the period of employment.
- C. Commitment- External time commitments will be taken into consideration when hiring.

To be successful in this position, the ideal candidate will also demonstrate: a consistently positive attitude, good judgment, strength of character, confidence, self-sufficiency, a strong sense of responsibility and sensitivity, an understanding of the needs of a diverse high-school student population, exceptional organizational and communication skills, and the ability to aide in the development of both individual students and residential communities. **Van Driver certification is required. Outdoor Education Trip Leader certifications are preferred, but not required. Previous RA/PA experience or similar training is preferred, but not required.**

Duties and Responsibilities

Because of the heightened responsibilities faced when supervising high-school aged students, the duties listed below are geared specifically toward this student population. PAs are expected to work together throughout the summer to fulfill all responsibilities and should expect to have daily commitments – including nights, weekends and holidays.

Role Modeling/Policy Enforcement

- Live in the residence hall, including sleeping there at night
- Participate in the duty rotation, ensuring that the students are supervised each night beginning at 5 pm daily
- Understand, communicate, enforce, and abide by all Colorado College *and* Pre-College policies
- Appropriately respond to emergency situations

Community Development and Programming

- Eat in the dining hall several times each week with the high school students
- Organize, supervise, and attend daily social programming, as well as evening, weekends, and holidays
- Support established Pre-college programming (ensuring that residents attend all programs)
- Guide residents to create a positive community atmosphere.
- Communicate to the RLC all relevant information pertaining to individual residents, the community, and facilities

Administrative and Other Duties

- Complete all required training and in service responsibilities
- Assist with all student check-in, check-out, and complete other administrative duties
- Serve on the rotating duty schedule
- Attend weekly staff meetings and other activities
- *Note – This position may require room moves during the contracted period*

Compensation

Each PA will receive "in kind" housing during the contracted period as well as a stipend of **\$3,000.00 and meal plan 1 for the summer**

Acceptance of Contract

By signing below, I am accepting the requirements of the PA contract as outlined above for the 2017 academic summer and agree to uphold the conditions above. I understand the importance of my role as a PA and that violation of any of the above conditions will result in a formal staff disciplinary action and the possible termination of this contract by the Department of Residential Life and Housing. I understand that any deviation from this contract must be approved by my supervising RLC in writing and in advance.

Printed Name

CC ID#

Signature

Date