



COLORADO COLLEGE Summer Session

Pre-College Program Assistant – Summer 2019

May 23 – July 26

Compensation: Housing, Meal Plan 1, \$3,000 Stipend

Qualifications

- 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.**

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.

- 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
- Organize, supervise, and attend daily social programming, as well as evening, weekends, and holidays
- Assist in creating and publishing content for Summer Session social media
- Support established Pre-college programming (ensuring that residents attend all programs)
- Communicate to the RLC all relevant information pertaining to individual residents, the community, and facilities
- 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

Necessary Application Documents:

- Completed Application (attached)
- Resume
- Recommendation Letter from your RA

For a full job description and any additional information, please contact:

Katherine Ruckstuhl

kruckstuhl@coloradocollege.edu

(719) 389-6098

Armstrong Hall, Rm 219B



COLORADO COLLEGE Summer Session

Pre-College Program Assistant Application

Application Due March 13, 2019

Name _____
(Last) (First) (M.I.)

Student ID _____ Cell Phone _____

E-mail Address _____

Major _____ Cumulative G.P.A. _____ (minimum of 2.75 required)

Current Class Status (circle one) Freshman Sophomore Junior

Please list any time commitments you anticipate for this summer, including academic classes, family vacations, other work hours, etc.

Application Questions:

Please attach a separate typed page with answers to the following questions.

1. Why are you interested in being a Summer Program Assistant?
2. Please describe any training or experiences you have working with high school-aged students.
3. Summer PA's are responsible as a team for providing creative activities for high school-aged students on most evenings and weekends. What ideas do you have for fun and engaging activities?

I understand that my academic and disciplinary records will be reviewed as part of the application process. I authorize the Office of Summer Session to access my records for this selection process.

Applicant's signature

ID#

Date

Please email the completed application, a copy of your resume, and recommendation to kruckstuhl@coloradocollege.edu or drop it off in the Office of Summer Session, Armstrong Hall 219

By 5:00 PM on Wednesday, March 13, 2019.

Individual interviews will take place March 25th – 30th

Please contact Katherine Ruckstuhl at kruckstuhl@coloradocollege.edu with any questions