

2009 Summer U Crew Residential Program Assistant Positions

Join Summer University in providing dynamic, quality experiences to Summer high school, college and international students! As a Residential Program Assistant (PA), you will be trained, supported, and supervised by a Continuing Education professional Program Developer or Program Coordinator.

Dates of Employment and Training:

Applicants must have the ability to join us for staff training June 1-2, 2009 and the entire employment duration of June 3 – August 7, 2009.

Attendance at and participation in training is mandatory as a condition of employment. Housing is provided during training; employee should plan to move in to residence hall the weekend prior to training (May 30-31). Employee must be available on training days from 9:00 a.m. to 5:00 p.m.

Programs Involved

The specific programs with which these positions will work are outlined below. We are looking for individuals who can provide support and continuity to the program through evening, overnight, and some weekend responsibilities, so highlighting your relevant experience related to the content and students in the program is helpful.

Summer Medical Courses (June 3 – July 24, Converse Hall on Main Campus)

- Summer U and the UVM College of Medicine offer three medical courses to students looking to catch up or get ahead in med school: PHRM 301, ANNB 301, and MPBP 301. These are all adult students and the classes are intense, so they prefer a quiet and contained living experience adjacent to the medical school.

World Debate Institute: World Schools (July 25 – August 7, MAT on Athletic Campus)

- Each year, our popular World Debate Institute teaches high school students an important life skill: how to communicate in a meaningful way. Students can learn how to research a topic, express an argument and convince others - or even meet them halfway. While a younger group of students, debaters are committed to their coursework and consistently responsible as Summer U students. This group will be approximately 25 students total, ranging in age from 14-18 years old.

Qualifications:

- Current college student in good academic standing (with a minimum GPA of 2.0)
- Strong customer service, interpersonal, and facilitative skills
- Effective organizational and time management abilities
- Ability to maintain a positive and flexible attitude
- Previous residential student leadership experience, preferably as an Orientation Leader (OL), Resident Advisor (RA), camp counselor or related position
- Ability to lift up to 40 pounds
- Valid driver's license preferred

Primary Responsibilities: MUST LIVE ON-CAMPUS

AMBASSADORSHIP

- Promote and maintain a positive living environment for all program participants
- Foster an environment supportive of the University's Common Ground values of Respect, Integrity, Innovation, Openness, Justice and Responsibility
- Serve as an ambassador for Summer University as well as provide general information about Burlington and the general community
- Demonstrate behavior consistent with departmental and staff expectations
- Act as a representative of Summer University by accomplishing tasks as assigned by Program Developer or Coordinator

RESIDENTIAL PRESENCE AND RESPONSE

- Create a safe, welcoming community for program participants and students
- Understand, abide by, and uphold UVM policies
- Physically stay in residence hall room every night while program is in progress
- Participate in on-call rotation to respond to program issues between 5:00 pm and 8:00 am
- Diplomatically confront inappropriate behavior
- Maintain communications with on-duty professional Residence Director (RD)
- Respond to crisis and emergency situations and enact protocol in an appropriate manner
- Enact the incident reporting process when appropriate and/or necessary

ADMINISTRATIVE

- Carry and operate on-call cell phone
- Handle emergencies within the limits of training and ability
- Maintain daily communications with supervisor regarding program participants and issues
- Communicate weekly update to RD on-duty through Residential Life regarding program
- Participate in staff meetings, program orientation, and training sessions as appropriate
- Staff program check-ins and check-outs
- Staff identified evening/weekend activities as identified in conjunction with supervisor (WDI only)
- Perform other duties as assigned

Hours

During training and program orientation days, staff must be fully available during business hours (9:00 am to 5:00 pm). This includes the days between the position start date and the arrival of students, during which time residential assistants will meet program staff/faculty and become familiar with the program schedule and content.

Once the program is in session, overnight Residential Assistants live on campus and must be accessible to program participants between the hours of 5:00 pm and 8:00 am when on duty, which for the high school program would include eating dinner with the program participants (July 25 –August 7).

Compensation:

For duration of employment dates (with the exception of training), staff will receive:

- Room & Board in an on-campus residence hall
 - Includes all utilities
 - Ethernet hook-up
 - Cable Ready
 - Residential hall furniture
 - Access to kitchen & laundry facilities
- Three meals per day in Harris-Millis Dining Hall
- \$240 weekly stipend

**To apply online for a Residential Program Assistant position, please visit
<http://www.uvm.edu/~summer/student/?Page=summercrew.html>**

You can submit your cover letter and resume electronically to Noel.McCann@uvm.edu or send to:

**Noel McCann
University of Vermont
Continuing Education
460 S. Prospect St.
Burlington, Vermont 05405**