

## 2008 Summer U Crew Non-Residential Program Assistant Positions

**Join Summer University in providing dynamic, quality experiences to Summer international college students! As a 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 in May and the entire position duration.

**Training will occur for all Summer Program Assistants May 13 – 14, 2008.** Attendance at and participation in training is mandatory as a condition of employment. Housing is not provided during training. Employee must be available on training days from 9:00 a.m. to 5:00 p.m.

Positions Available	Number of Positions	Position Duration Dates
<b>International Summer Institute Graduate Assistant (requires graduate standing)</b>	1	June 26 – August 1
International Summer Institute Program Assistant	1	June 26 – August

**International Summer Institute (ISI)** is a grant-funded program through the U.S. State Department that enables UVM to host a group of about 20 Fulbright Scholars from India, Bangladesh, and Pakistan.

We are looking for individuals who can provide support and continuity to the program throughout the daytime activities/courses and some evening/weekend excursions, so highlighting your relevant experience related to the content and students in the program is helpful.

### **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 student leadership experience, preferably as an Orientation Leader (OL), Resident Advisor (RA), Teaching Assistant (TA), Graduate Assistant (GA), camp counselor or related position
- Have a valid driver's license
- Ability to lift up to 40 pounds

### **Primary Responsibilities:**

#### **AMBASSADORSHIP**

- Promote and maintain a positive learning 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

#### **PROGRAM PRESENCE AND SUPPORT**

- Create a safe, welcoming learning community for program participants and students
- Understand, abide by, and uphold UVM policies
- Physically present and accessible to students and faculty while daytime program is in progress
- Participate in on-call rotation to respond to program issues between 8:00 am and 5:00 pm
- Diplomatically confront inappropriate behavior

- Maintain communications with Program Staff and Faculty regarding student issues, concerns
- Respond to crisis and emergency situations when appropriate and/or necessary
- Enact the incident reporting process when appropriate and/or necessary

#### ADMINISTRATIVE

- Carry and operate on-call cell phone during the day
- Handle emergencies within the limits of training and ability
- Maintain daily communications with supervisor regarding program participants and issues
- Communicate weekly update to Program Staff and Faculty
- Participate in staff meetings, program orientation, and training sessions as appropriate
- Assist with program orientations and evaluations
- Staff weekend activities as identified in conjunction with supervisor
- Transport program participants in University owned or rented vehicles for program obligations
- 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 PAs will meet program staff/faculty and become familiar with the program schedule and content.

Once the program is in session, Program Assistants must be accessible to program participants and staff between the hours of 8:00 am and 5:00 pm for identified staff hours and responsibilities, which may include eating some meals with program participants.

*Individual programs may offer opportunity to be involved further with the overnight and weekend program activities for additional compensation. Please indicate during application process if you are interested in being considered for overnight employment during program sessions.*

#### Compensation:

These are temporary hourly wage positions compensated at the following rate(s) up to 40 hours/week:

- \$10.00/hour for program assistants not requiring graduate standing
- \$15.00/hour for those requiring graduate standing

Program Assistants are not permitted to work in excess of 40 hours/week at the University. Additional jobs are not encouraged but if you secure another position, the Program Assistant role and responsibilities must take precedence.

Housing and meals are not included, except when program responsibilities require staff to work over a meal time; these details will be determined in conjunction with your supervisor.

**To apply online for a 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](mailto:Noel.McCann@uvm.edu) or send to:**

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