**UConn Pre-College Summer**
**Summer Program Assistant**
*Entering 1st year HESA student*

**POSITION OVERVIEW:**
Under the supervision of the Director and Associate Director of UConn Pre-College Summer, the Summer Program Assistant is responsible for assisting Program staff and learning about the Pre-College Summer Program. This position has been created for the incoming PCS HESA Graduate Assistant to be able to shadow returning graduate assistants and professional staff to gain an understanding of the program including academic courses, student programming, dining and residential components, program expectations and policies, as well as nuances to the summer program. Additionally, special projects will be assigned based upon Program needs and candidate strengths.

The position typically includes room and board (meals). Stipend provided commensurate with experience. 
**Preferred dates of position:** Starting no later than June 18th, 2023 (or as early as May 2023, if applicant is available) – The first week of August 2023. Option to work remotely prior to June 18th.

**PROGRAM OVERVIEW:**
UConn Pre-College Summer (PCS) is committed to providing a safe and supportive living-learning environment, allowing rising high school students to explore their academic interests, while gaining knowledge of institutional activities and social environments on a college campus. PCS serves as a non-credit exploratory experience where students will gain an understanding of the college classroom with engaging University faculty and explore nuances and areas of college-life at a nationally ranked public University.

**POSITION RESPONSIBILITIES AND DUTIES:**

**General Duties**
- Maintain open communication with parents of participants; communicate with parents/guardians in-person and via phone to address questions, concerns, emergencies, etc.
- Attend and participate in all staff meetings, activities, and academic/social workshop programs, as necessary
- Assist collection of assessments/evaluations for student feedback regarding courses, workshops, activities, etc.
- Establish positive relationships and build rapport with program partners, course faculty, division administration, university vendors, and workshop facilitators
- Record suggestions for improved practices for implementation in the following summer
- Perform other tasks and special projects as assigned and as needed (e.g. Environmental Health and Safety training completions, social media and marketing, student application review)

**Staff Training, Development and Supervision**
- Assist facilitation of modules, sessions, presentations for the training of hall coordinators, residential counselor, and resident managers
- Work with PCS HESA Graduate Assistant to facilitate 3-day hall coordinator/residential counselor training prior to resident manager staff arrivals, and facilitate a 1-week training for full residential staff
- Assist to establish a cohesive team, and lead to help cultivate a positive familial community
- Support the evaluation processes of the Hall Coordinators, Residential Counselor, and Resident Manager staff
STUDENT PROGRAMMING
- Collaborate with Hall Coordinators in the creation and execution of evening social/athletic programming schedules
- Help ensure afternoon workshops, social programming activities, and activity schedules are maintained, executed, and supervised by residential and program staff
- Assist with communication and follow-up with workshop and program facilitators (scheduling, assistance, logistics, vendor payments, etc.)

STUDENT & COMMUNITY DEVELOPMENT
- Assist Summer Residence Hall Director and Hall Coordinators with necessary tasks including but not limited to:
  - Administration and coordination of residence area
  - Weekly registration, student check-in, orientation, team building activities, safety trainings, etc. (typically on Sundays)
  - Duties related to weekend duty including Saturday check-outs and field trip days
  - Distributing information, completing incident and facilities maintenance reports, creating door and bulletin board decorations, and checking and responding to email and phone communications

RISK MANAGEMENT AND POLICY ENFORCEMENT
- Learn logistics and nuances of residential staff duty rotation and activity programming schedules
- When needed, serve on Administrator on Call (AOC) rotational schedule to remain available to PCS staff, students, and parents
- Learn and aid in implementation of residential life, University, PCS, and other applicable policies, rules, regulations
- Work with residential staff to examine and assure participant safety/security including fire safety and medical/emergency responses and handle all emergencies in accordance with established procedures
- Keep PCS professional staff informed and up-to-date on incidents, including communicating staff and participant concerns in a timely fashion, and reviewing and maintaining appropriate incident reports and records
- Maintain appropriate records and compile reports as needed or requested

REQUIRED QUALIFICATIONS:
- Secured enrollment in the UConn Higher Education and Student Affairs (HESA) graduate program
- Excellent leadership and interpersonal skills, and an ability to communicate clearly and effectively
- Able to become familiar with the UConn Storrs campus and residence halls (including rules, regulations and policies)
- Ability to adapt easily and think quickly in fast-paced, ever-changing situations and emergencies
- Have no other scheduled commitments (classes, research, appointments, jobs, practice, GA commitments, etc.) during this time.

PREFERRED QUALIFICATIONS:
- Previous experience as a Resident Assistant or Hall Coordinator in a campus setting
- An understanding of the needs of, and interest in working with, high school juniors/seniors
- Prior experience working in similar setting and/or program with minors on a college campus
- A desire to work collaboratively with and lead a highly functioning team
*NOTE: Incumbent will be required to complete an online portion of CPR/First Aid training and an online Minor Protection training before official training begins

**Position Description:** Please note that changes may be made to this position description. Changes will be communicated as they are made.

A criminal background check of selected candidates is required through the UConn Office of Minor Protection.

**HR: Special Payroll/Temp Univ Specialist**