As a Program Assistant (PA) for the Summer College Program you will work in a team with 4 other PAs and a Program Coordinator. The job of the PA is to create a calendar of events and activities for all students. You are also the coordinator for all events and activities in your residence hall. The PA job requires a highly motivated, creative, flexible person who works well with others.

Overview
1. The PA position is approximately nine weeks in duration
2. The Summer College program is an academic and residential program
3. The students you will work with are 15-17 year olds typically representing over 25 countries and 46 states.
4. The Summer College program is extremely fast paced. Many procedures and programs have already been developed and need only to be implemented.

Organization
1. The PA is a student staff member of Campus Life.
2. The PA reports directly to the Program Coordinator (PC) and the Head Resident (HR) of her/his assigned residence hall.
3. The PA reports indirectly to the Residential Program Director.

Eligibility
1. Experience in organizing and implementing residential programming.
2. Live-in student staff experience helpful.
3. Previous experience working with High School students also helpful.
4. At least two semesters of undergraduate experience at Cornell or another institution.
5. A valid driver’s license is helpful but not required.

Time Commitment and Remuneration
The PA position is considered to be a full time appointment – approximately 39 hours per week. Outside work or a class are permitted with this position and MUST be approved by the Residential Program Directors.

June 6th, 2014-August 7th, 2013
5 positions, $1800 First Year PA/$1850 Second Year PA.
Dining: Full Dining Plan for the duration of employment.
Housing: Single Room and Weekly Linen Exchange.

Programming for Total Program
1. Actively participate in the creation, coordination, supervision and evaluation of all residential programs scheduled for Summer College Program students.
2. Ensure that a balanced calendar of programs is established that includes social, recreational, multicultural/multiracial, educational activities.
3. Work cooperatively and consistently with the other PA’s and PC to ensure the successful creation, implementation, and evaluation of the program calendar.
4. Advise a large scale Summer College group/organization. (Ex. Summer College Times, Summer College Yearbook)
Maintain and update the programming calendar.
5. Complete all paperwork related to programs; i.e. program planner forms, program evaluation forms, contracts, etc.

Programming for Residence Hall
1. Coordinate with and assist Residential Community Advisors (RCAs) in creating and implementing programs. Provide ideas, resources, and information to staff.
2. Develop with RCAs a calendar of events for the hall assigned.
3. Coordinate with RCAs the review of student interest forms to address topics.
4. Provide RCAs with assistance on how to use the programming system established for all area wide programs as well as residence hall programs.

Training and Staff Meetings
1. Attend all training sessions for PA's and be on time for all sessions.
2. Attend RCA training sessions designated by the PC.
3. Active participation is expected at all training and staff meetings.
4. Attendance at PA staff meetings and attendance, active participation and leadership at residence hall staff meetings is required.
Policy Enforcement
1. Fully understand all policies that relate to the Summer College Program.
2. Convey and support Summer College rules and policies to students, parents and other people who come in contact with SC students.
3. Notify your immediate supervisor (or any other SC staff) of any policy infractions made by either students or staff.
4. Document policy infractions and submit to your supervisor.

Administrative Duties
1. Actively participate in Summer College Program opening and closing activities. Completion of closing activities and administrative responsibilities is a requirement prior to receiving the final paycheck.
2. Consult with your Head Resident and the Program Coordinator on a daily basis.
3. Assist with special projects and administrative duties as assigned by the PC.
4. Submit a final program report that documents and evaluates the program calendar and process as well as provide recommendations.
5. Paperwork and administrative details are a requirement of the PA position. Some examples are program planner forms and incident report forms.
6. Assist/coordinate in the unpacking/packing of the Summer College program supplies.

Counseling and Advising
1. Establish and maintain communication with students in the area and in your residence hall through individual contact, group meetings, etc.
2. Serve as a resource person for students and the RCA staff.

Employee Attitude and Behavior
1. PAs (and other staff) are required to adhere to the rules and policies in place for the Summer College Program, Campus Life, and the University.
   a. Be a positive role model.
   b. Work cooperatively with other staff members.