

*A Summer of Excellence – The University of Arizona Honors College*

# Program Assistant Job Description

## 2009

Summer 2009 Undergraduate Employment Opportunity

Priority Deadline: March 23<sup>rd</sup>, 2009

### **Description of A Summer of Excellence**

A Summer of Excellence (SOE) is the University of Arizona's premier summer program for academically talented high school sophomores, juniors and seniors and is open to both Arizona residents and out-of-state students. SOE offers students a fun and intellectually challenging summer on the beautiful UA campus, as well as an opportunity to gain independence and self-knowledge. There are two SOE sessions. Each session corresponds to the UA's academic calendar for summer sessions. Students live on campus in Yuma Hall, enroll in three to six units of lower-division, undergraduate course work and participate in a variety of social, cultural, and educational activities outside the classroom.

### **Description of Program Assistant Responsibilities**

Program Assistants live in Yuma Hall with SOE students and serve as mentors, friends, policy enforcers, and social directors. Program Assistants are actively involved in every aspect of the program. Program Assistants are the most intimately connected with SOE participants and are therefore vital to the success of the program and the positive development of the students.

### **Qualifications**

A Program Assistant must . . .

- have completed at least 24 credits at the University of Arizona by May 2009
- maintain a cumulative grade point average of 3.0 or better (*honors participation not a requirement*)
- have a strong desire to help others
- be responsible, mature and flexible
- have a positive attitude
- possess excellent interpersonal and communication skills
- be enthusiastic about the University of Arizona
- be willing to drive a 15 passenger van and HOV certified by before start of program
- not be employed at the University of Arizona for more than 20 hours a week during spring semester
- submit driver's license number for eligibility to drive in Arizona
- undergo a background check as required by Arizona law to work with minors

### ***Time Commitment***

Program Assistants . . .

- must attend meetings and training sessions in late April and early May (dates & times TBD)
- must be on campus and available for training June 1<sup>st</sup> – June 5<sup>th</sup>

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- must be available days, nights, and weekends from June 1 through August 12, 2009
- will be allowed one weekend off per SOE session
- may enroll in UA summer session courses
- may not have another summer job
- must check out of SOE Hall by 5:00pm on August 12<sup>th</sup>, 2009

***Responsibilities***

Program Assistants will . . .

- assist with the planning of program activities
- assist with the check-in and check-out of program participants
- become well-acquainted with all program participants
- serve as liaisons between the SOE Coordinator and program participants
- maintain daily contact with the SOE Coordinator
- work cooperatively and collaboratively with all SOE staff members
- attend weekly staff meetings, weekly program meetings, and all social & cultural program events
- be available, accessible, and actively seek to help program participants
- advise and assist students with academic, social, and emotional concerns
- be role models
- educate about, abide by, and enforce all rules and regulations of the University of Arizona, Residence Life, The Honors College, and A Summer of Excellence
- perform bed checks and other measures to ensure student safety and accountability
- represent A Summer of Excellence, The Honors College, and the University of Arizona in a positive and enthusiastic manner
- perform all other duties as assigned by the SOE Coordinator and Director

***Compensation***

Program Assistants will receive . . .

- a room in Yuma Hall, rent free
- a \$2200 cash stipend, dispersed in installments over the course of the summer
- a \$400 All-Aboard meal plan credit
- the experience of a lifetime!

Application materials will be available beginning Monday, March 9th, 2009 at The Honors College (Slonaker) or can be downloaded at: [www.honors.arizona.edu/SOE/programassistant.html](http://www.honors.arizona.edu/SOE/programassistant.html).

# Program Assistant Application

## 2009

Priority Deadline: March 23<sup>rd</sup>, 2009

Please type or print clearly. The completed application with recommendation form must be submitted to The Honors College, Slonaker House, Room 106, by 4:00 p.m. on March 30<sup>th</sup>, 2009. Priority Deadline is March 23<sup>rd</sup>, 2009 (please feel free to submit application and recommendation separately).

### Personal Information

Name \_\_\_\_\_ Email \_\_\_\_\_

Local Address \_\_\_\_\_

Local Phone Number \_\_\_\_\_ Home Phone Number \_\_\_\_\_

Home Address \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_ If yes, which state? \_\_\_\_\_

Have you lived on campus? \_\_\_\_\_ If yes, which hall(s)? \_\_\_\_\_

Class Standing \_\_\_\_\_ Major(s) \_\_\_\_\_ Minor(s) \_\_\_\_\_

GPA \_\_\_\_\_ Other colleges/universities attended \_\_\_\_\_

High School Attended \_\_\_\_\_ City/State \_\_\_\_\_

Are you an SOE graduate? \_\_\_\_\_ If yes, which year? \_\_\_\_\_

Will you enroll in summer courses? \_\_\_\_\_ If yes, please list course(s) and number of units:

Session I: \_\_\_\_\_ Session II: \_\_\_\_\_

Ethnicity (voluntary)

Please describe: \_\_\_\_\_

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## Reflective Responses

**Please type brief responses to the following questions on a separate sheet of paper.**

1. Why do you want to be a Program Assistant?
2. What qualities and skills will you bring to the Program Assistant position?
3. What organizations have you been or are you currently involved in? (include dates and any leadership positions held)
4. What experience have you had with community service/volunteerism? (include dates and number of volunteer hours)
5. What honors, awards, and/or special recognition have you received? (include dates)
6. Any other relevant experience you would like to share (experience with high school students, experience on a team, etc)
7. What are some challenges do you anticipate working on a team or with high school students?
8. What are some rewards that you believe you can gain as a SOE Program Assistant?

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## Work Experience

Please list your previous employers (most recent first). Use additional paper if necessary.

Employer/Company \_\_\_\_\_

Employer/Company Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Supervisor Phone Number \_\_\_\_\_

Position \_\_\_\_\_ Dates of employment (mo/yr) \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact this reference? Yes \_\_\_\_\_ No \_\_\_\_\_

Employer/Company \_\_\_\_\_

Employer/Company Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Supervisor Phone Number \_\_\_\_\_

Position \_\_\_\_\_ Dates of employment (mo/yr) \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact this reference? Yes \_\_\_\_\_ No \_\_\_\_\_

Employer/Company \_\_\_\_\_

Employer/Company Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Supervisor Phone Number \_\_\_\_\_

Position \_\_\_\_\_ Dates of employment (mo/yr) \_\_\_\_\_ to \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact this reference? Yes \_\_\_\_\_ No \_\_\_\_\_

*A Summer of Excellence – The University of Arizona Honors College*Priority Deadline: March 23<sup>rd</sup>, 2009**References**

Please list three personal references (other than friends or family).

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_ Years known \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_ Years known \_\_\_\_\_

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Address \_\_\_\_\_

Relationship \_\_\_\_\_ Years known \_\_\_\_\_

By signing below, I am verifying that all information provided in this application is accurate to the best of my knowledge.

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

*A Summer of Excellence – The University of Arizona Honors College*Priority Deadline: March 23<sup>rd</sup>, 2009Program Assistant Recommendation

This recommendation form should be filled out by a University of Arizona faculty or staff member, Residence Life professional, advisor, employer, high school teacher, or high school guidance counselor, placed in an envelope bearing the signature of the individual who filled out this form over the seal, and submitted to the Honors College either with the application or separately by March 30<sup>th</sup>, 2009.

Applicant name \_\_\_\_\_

Your name \_\_\_\_\_ Phone Number \_\_\_\_\_

Length and nature of contact with applicant \_\_\_\_\_

A Summer of Excellence is a summer program for high school sophomores and juniors. Program participants enroll in summer session courses and learn about campus life through various cultural and social activities. Program Assistants live in a residence hall with participants and serve as mentors, advisors, and social directors. They work to ensure safety and policy compliance, as well as providing students with information about the U of A.

Please circle the number corresponding to your impression of the applicant's qualifications.  
Scale: 1=Poor 2=Average 3=Very Good 4=Outstanding

Responsibility, dependability	1	2	3	4	no basis
Leadership ability or potential	1	2	3	4	no basis
Maturity	1	2	3	4	no basis
Self-awareness	1	2	3	4	no basis
Initiative	1	2	3	4	no basis
Commitment and follow-through	1	2	3	4	no basis
Attention to detail	1	2	3	4	no basis
Interpersonal interaction	1	2	3	4	no basis
Communication skills	1	2	3	4	no basis
Cultural sensitivity	1	2	3	4	no basis

Please use the back of this form or a separate page to share any additional information that would help us in making a decision regarding this applicant. If you have any questions, please feel free to contact the SoE Staff at 621-6901 or at [soe@email.arizona.edu](mailto:soe@email.arizona.edu).