



**GW Summer and Special Programs**  
**SPECIAL PROJECT ASSISTANT 1: Pre-College Activities Director**  
**Job Announcement & Position Description**

**Employment Period: June 15 – August 7, 2020**

**POSITION DESCRIPTION**

The Summer and Non-Degree Programs office is seeking summer staff to support the Pre-College Program. **The SPECIAL PROJECT ASSISTANT I: Activities Director (AD)** is a full-time, residential position that will work with the GW Pre-College Program by providing administrative, logistic and planning support to the Summer and Non-Degree Programs office. This includes assisting with the development of a comprehensive extracurricular plan that includes cultural, social, professional and personal development programming for the various program participants. Programming should be tailored to the program population, with larger events serving as points of connection across programs. The position will be based at the Mount Vernon Campus and will report to Senior Pre-College Leadership.

**QUALIFICATIONS**

- Highly motivated, self-directed, mature, responsible upper-level undergraduate or graduate student
- Relevant experience in residential life, programming, event planning, and logistics
- Intercultural sensitivity and demonstrated ability to work collaboratively
- Excellent interpersonal, organization and communication skills
- Proven ability to stay on task, meet deadlines and follow through on assignments
- Knowledge of D.C. and/or GW preferred
- CPR and AED training (required by start date)
- Proficiency with Microsoft Suite software

**COMPENSATION**

- \$16/hour (Staff are paid for a maximum 40 hours/week)
- Furnished, air-conditioned room with bathroom within an assigned residence hall, including utilities, access to a common kitchen facility, internet access, and basic cable television
- Dining is provided for the duration of the program, including training
- Discounted parking may be available upon the individual purchase of a campus parking permit

**ESSENTIAL FUNCTIONS**

**Training and Development**

- Participate in week-long senior staff training and assist in design and implementation of full staff training
- Be knowledgeable of resources and refer students to the appropriate area; provide assistance and resources to students
- Work with Senior Pre-College leadership to ensure that RDs assign RA schedules for daily activities
- Attend weekly senior staff meetings with Senior Pre-College Leadership. Also, conduct weekly staff meetings for all RAs with Residential Community Specialists (RDs)
- Activities director will be required to live On-Campus to oversee Residential, Co-curricular activities and overall community building



**GW Summer and Special Programs**  
**SPECIAL PROJECT ASSISTANT 1: Pre-College Activities Director**  
**Job Announcement & Position Description**

**DUTIES AND RESPONSIBILITIES**

- Develop a plan for extracurricular programming across programs to include social, cultural, personal and professional development opportunities
- Develop and execute a plan to promote participation in co-curricular and extracurricular programs and services
- Work with the Residential Community Specialist (RDs) to ensure that RAs are actively involved in the development of the community and programs for their floors through regular residential hall meetings and after curfew programming
- Promote student learning throughout program
- In conjunction with the Pre-College Director, maintain relationships with and expose residence staff to program resources within the DC community, the department, and elsewhere on campus.
- Be present and advise on large scale programs as needed
- Report to supervisor weekly with programming updates, ideas and concerns
- Assist with budget development for programming with the Pre-College Director and stay within budget limitations
- Perform special project assignments and other duties as assigned

*GW is an EEO/AA Employer*

**To apply:** All members of the GW community, Please submit all applications, with the necessary documentation, through the [GW Student Employment Jobs Portal](#).

**Not a GW Student?** Please email us at [gwsummer@gwu.edu](mailto:gwsummer@gwu.edu) for details on how to apply for these positions.