Job Announcement & Position Description

Employment Period
Pre College Program (2-week) – Friday, July 1 – Friday, July 15, 2022

The Office of Summer & Non-degree Programs is seeking experienced and responsible student leaders to support its GW Pre-College Program. Courses comprise a combination of academic rigor and co-curricular experiences that include classroom instruction, guest lectures and panelists, and content-related site visits in the Washington, DC area. Course Assistants report directly to the Program Director, and indirectly to the assigned instructor when assisting in class. Course Assistants provide support for instructors teaching GW Pre-College Summer Immersion courses. Summer Immersion courses are non-credit, experiential two-week sessions for high school students - rising sophomores through rising seniors. The work schedule is Monday – Friday, 8:30am - 4:00pm each week unless otherwise noted (there will be no work on Monday, July 4). Background checks will be conducted on all applicants.

*Please indicate which course you would like to assist with:
International Organizations and Global Governance, Introduction to Medicine, or Biomedical Engineering

QUALIFICATIONS

• Full-time undergraduate or at least part time graduate students in a degree-granting program; must have completed at least four semesters of undergraduate coursework prior to the period of employment
• 2.8 GPA at time of application
• Demonstrated leadership abilities, creativity, strong public speaking skills and abundant energy
• Strong organizational, communication and leadership experience
• Experience working with high school or undergraduate students preferred
• CPR and AED training (required by July 1st, 2022)
• Ability to attend training on Friday, July 1, 2022.
• Ability to attend mandatory Sunday (July 3) welcoming events as well as Thursday (July 14) closing events.

COMPENSATION

• $18.00/hour(minimum of 35 hours/week and maximum of 40 hours/week)
• Lunch will be provided for course site visits
• Course Assistant positions are dependent upon student enrollments

ESSENTIAL FUNCTIONS

• Provide support to instructor with delivering academic content, administrative tasks, and logistical duties.
• Assist Director of Summer and Non-Degree Programs with course related tasks and course evaluation process
• Chaperone and assist with logistics on site visits and relates experience to class discussions.
• Have the ability to step in and facilitate classes if instructor needs to handle student-related emergencies.
• Serve as a liaison between the instructor and summer office, during instruction time.
• Respond to emergencies and student absences, according to the University and Program Emergency Response Procedures.
• Serve as mentor and advisor to pre-collegiate students, including hosting office hours and assist with course projects.
• Have the ability to walk, sit, and stand for more than 10 hours and lift 50 pounds
• Other tasks as assigned.

GW is an EEO/AA Employer
For questions please contact us via phone: 202-994-6360 or email: precollege@gwu.edu