



Office of Summer & Non-Degree  
PRE-COLLEGE COURSE ASSISTANTS  
Job Announcement & Position Description

**Employment Period**

- Summer Exposure (Session I, One-Week):** July 14-July 19, 2019  
**Summer Immersion (Session I, Two-Week):** June 30-July 12, 2019  
**Summer Immersion (Session II, Two-Week):** July 14-July 26, 2019  
**Summer Immersion (Session III, Two-Week):** July 28-August 9, 2019

The Office of Summer & Non-degree Programs is seeking mature, 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 one and two-week sessions for high school students currently in grades 9-11. The work schedule is Monday – Friday, 8:30am - 4:00pm each week. Background checks will be conducted on all applicants. Please indicate if you are interested in working one, multiple or all sessions, and the courses you feel are a best fit for your experience and skills.

**QUALIFICATIONS**

- Full-time undergraduate or at least part time graduate students in a degree-granting program; must have completed at least two 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 June 17<sup>th</sup>, 2019)
- This job precludes having other GW employment during the course assistant employment period
- Ability to attend training on June 6<sup>th</sup> (Webinar)
- Ability to attend mandatory Sunday welcoming events (Orientation BBQ), depending on employment date

**COMPENSATION**

- \$14.00/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 Program Director and Program Assistant with course related tasks and course evaluation process
- Chaperoning and assisting with logistics on site visits and relates experience to class discussions.
- Serve as a liaison between the instructor and summer office, during instruction time.
- Responding 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.
- 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](mailto:precollege@gwu.edu)