EMPLOYMENT PERIOD
April – August 6th:
Up to 20 hours/week through August

POSITION DESCRIPTION
The George Washington University Office of Summer and Non-Degree Programs is seeking support for its summer and non-degree programs. The Summer Office Assistant will work with the Summer and Non-Degree Team by providing logistical, administrative, and planning support to the various programs offered in summer 2022. The position will be based at the Mount Vernon Campus office and will report to the Program Associate of Student Success. This position may be required to work a non-standard schedule including shifts that begin after 9am and end after 5pm.

DUTIES AND RESPONSIBILITIES

- Assist the Program Associate with the General Study Non-Degree Program & Pre-College Program
  - Responding to daily emails, phone calls, and voicemails
  - Tracking of enrollments for the DCPS Dual Enrollment and SWW Exposure Programs
  - Assist with preparations for Pre-College student arrival/check-in/departure
  - Assist with programmatic planning for the pre-college program
- Prepare orientation materials for the Pre-College Program, including:
  - Printing Classroom location
  - Organizing information in individual binders based on class and position
  - Organizing content for the student welcome packets for student orientation
- Conduct final confirmations for site visits and program excursions.
  - Working with Program Associate to confirm site visit locations and special requests with Faculty member
  - Distributing meal request form to Course Assistants and collecting forms after the first day of class
  - Placing all off-campus meal requests with outside vendors
- Maintain updated daily program schedules and a detailed transportation schedule for faculty and staff leading off-site excursions in special programs
  - Notifying and reminding Course Assistants of any special requests associated with site visits and giving them necessary paperwork (i.e. meal confirmations)
  - Communicating with Course Assistants about site visits and special requests for food and/or transportation
- Organize program supplies.
- Serve as Course Assistant if needed
- Anticipate programmatic and administrative issues and recommend appropriate responses.
  - Assisting Program Associate in communicating with absent students.
  - Working with Residential Staff to track absent students
- Assist with special projects and administrative duties as assigned by the Program Director
- Other duties as assigned
QUALIFICATIONS

• Must be in good academic standing at their home institution
• Relevant experience in programming, event planning, and logistics
• Excellent interpersonal, organization and communication skills
• Ability to work in a fast-paced environment
• Experience working with youth/youth programs preferred
• Proficiency with Microsoft Suite software

COMPENSATION

• $18/hour
• May serve to satisfy practicum requirements, with departmental approval

To apply, please submit a resume and cover letter to the Pre-College Program in the Office of Summer and Non-Degree Programs:
Email: GWsummer@gwu.edu