



PRE-COLLEGE PROGRAMS
2018 Pre-College Office Assistant

Job Expectations

The role of the Pre-College Office Assistant (PCOA) is to serve as an assistant to the Pre-College Programs staff and a role model to the program participants in the Pre-College Programs. This is a challenging and rewarding experience with opportunities to develop skills in areas such as leadership, communication, mentorship, and crisis management. The PCOA is a key member of the Pre-College Programs team. Visit our website at enrollment.rochester.edu/precollege for information about the programs.

The primary role of the PCOA is to create a helpful and positive environment for the Pre-College Programs staff and enhance the program overall summer academic and residential experience. This can be achieved by providing information and guidance regarding policies and procedures, enforcing all policies and procedures, and ensuring that daily operations of the Pre-College Program are completed and running smoothly. The program participants are under the age of 18, thus we assume significant responsibility for their behavior and well-being. Over the course of the program, we will see between 400-500 program participants on campus.

Qualifications

This is a part time role (15-20 hours per week). The successful candidate should have limited outside responsibilities through the months of June, July, and August, as we expect a strong commitment from our staff. The candidate must be a current University of Rochester undergraduate student and cannot be graduating in May.

The candidate must have strong written and oral communication, organizational, and interpersonal and critical thinking skills. The candidate should have the ability to handle a fast-paced environment, and complete tasks by communicated deadlines.

Specific Responsibilities

40% Administrative Responsibilities and Training

- *Administrative Functions:* PCOAs have key administrative functions, including check-in/out, program and behavioral incident reports, etc. PCOAs should be available to assist with move-in and move-out days (weekends) when necessary. Greet and direct students and parents during move-in days and Welcome sessions, and help answer any questions. PCOAs should be prepared to assist program participants to classes on River Campus and at the Medical Center, and deliver supplies to instructors in classrooms on River Campus and at the Medical Center.
- *Event Support:* PCOAs should work with the Residential Hall Director and Pre-College staff to ensure that any supplies needed for activities and events are ordered and delivered to the residence hall. Help create advertisements (fliers, door hangers, etc.) for any programs, activities, and events.
- *Meetings and Communication:* On a day-to-day basis, PCOAs work with other PCOAs and their supervisor to form a staff team. PCOAs attend staff meetings, and maintain open and frequent communication with their supervisor, including individual meetings. PCOAs participate in an end-of-term evaluation with their supervisor.
- *Staff Development:* PCOAs participate in spring and summer training programs, and maintain liaison relationships with University departments and programs.
- *Policy:* PCOAs are responsible for knowing and supporting Pre-College Programs and University policies.

35% Program and Residential Assistance

- *Counseling and Advising:* In order to address program participants' personal, social and academic concerns, the PCOA should actively listen and seek appropriate consultation. This includes assisting with conflicts that may arise between program participants. The PCOA must be aware of available resources, for the PCOA's role is paraprofessional and not professional.
- *Emergency Resource:* The PCOA should have a working knowledge of procedures to follow in emergency situations, the PCOA assists program participants and staff in resolving emergency situations. The PCOA ensures that constant communication is available between their supervisor and Pre-College Programs staff.
- *Behavioral Problems:* The PCOA assists program participants in developing an understanding of expectations, policies, procedures, and behavioral standards appropriate to group living in an academic institution. When necessary, a PCOA may confront individuals whose behavior is unacceptable and, where appropriate, refer cases to their supervisor and Pre-College Programs Disciplinary Committee.
- *Administrative Functions:* PCOAs have key administrative functions, including check-in/out, program and behavioral incident reports, etc. PCOAs should be available to assist with move-in and move-out days (weekends) when necessary. Greet and direct students and parents during move-in days and Welcome sessions, and help answer any questions. PCOAs should be prepared to assist program participants to classes on River Campus and at the Medical Center, and deliver supplies to instructors in classrooms on River Campus and at the Medical Center.

20% Community Development

- *Encourage a positive environment:* As a leader in the Pre-College Programs, the PCOA promotes personal growth and group interaction by creating a positive environment inside and outside of the classroom. The PCOA's effectiveness depends on their ability to establish relationships with the program participants. The PCOA creates this relationship by getting to know the program participants and by being available and visible; interacting in a mature and healthy way with each program participant; the PCOA serves as a role model for productive relationships between residents.
- *Creating an inclusive and respectful environment:* Through actions and words, PCOAs demonstrate a respect for all individuals and groups. They advance the dignity of all people, including those of different races, ethnicities, genders, religions, abilities, and sexual orientations. They also confront acts of intolerance and educate those who hurt others.
- *Leadership:* The PCOA supports the development of leadership skills among the program participants by encouraging them to pursue the leadership opportunities within the residence halls and in their classes. PCOAs will also have the opportunity to take the lead on specific responsibilities such as social media, photography, writing blogs, and working with the instructor liaison and the international student liaison.
- Maintain a positive relationship with Residential Life staff, custodial staff, and other University departments.

5% General Duties

- *Additional Duties:* PCOAs perform other job-related responsibilities as requested by the immediate supervisor, Program Manager, Assistant Director, or other Pre-College Programs staff.

Compensation

Hourly rate of \$10.40 per hour. Meals will be provided in campus dining halls (when open for operation) for the duration of employment.

Employment Dates

June 24-August 12, 2018

For further information, please contact the Pre-College Programs at precollege@rochester.edu.