School of Environmental & Biological Sciences EOF
Program Assistant

The START-UP Summer Institute and Solid Gems Programs are intensive academic experience comprised of a multidisciplinary workshop series. SEBS EOF Summer Programs begin the week of Memorial Day and end on the second Monday in August. Workshops may include Scientific Research Methods, Mathematics, English Composition, Global Warming and Critical Thinking. Upon completing the summer program, EOF students begin the fall semester with three undergraduate degree credits and a greater familiarity with the academic demands and the social environment of Rutgers University. The Residence Life and Counseling components of the START-UP Summer Institute are crucial in promoting a cohesive living and learning community where students live together with an emphasis on personal growth, academic maturity and an appreciation of diversity.

MINIMUM REQUIREMENTS

- Must have a valid driver’s license
- Must have 1 year of teaching experience
- Must have strong leadership, communication, programming, and organizational skills
- Must be able to commit to full time employment for the duration of the Summer Program
- Must live in the assigned residence hall
- May not hold any outside employment
- Must be willing to undergo a background check
- STEM background preferred

COMPENSATION

- $5500 salary
- Housing for the duration of the Summer Programs
- Meals during Resident Mentor Training Week

APPLICATION

All applicants must submit their cover letter and resume to sebseof@echo.rutgers.edu by the first Monday in December.

SUPERVISION

- The PA is the primary staff member responsible for supervising students and Resident Mentor (RM) staff in the Newell apartments. As part of their supervisory duties, assist with morning drop-off and afternoon pick-up for the BIO House students on Monday-Friday
- Facilitates staff training with new RM’s and development activities; organize staff social and team-building activities; assume staff leadership role.
- Assist with the opening and closing of the residence halls at the beginning and end of the summer Program’s for all four summer groups (Solid GEMS and Summer START-UP). (Staggered dates for opening and closing)
- Works during the nights and weekends. The PA is responsible for student supervision both inside and outside the classroom.
- Be available on the final day of the session(s) to assist your co-workers with closing day activities and clean up.
- Assist with the site closing as requested. Tasks may include inventorying and packing supplies and programs materials.
- Complete an evaluation of your assigned area as well as an end-of-summer evaluation.

**COMMUNITY DEVELOPMENT**
- Along with RMs plans and leads all educational and social activities. Some examples are: Recitation set-up, Facilitate SPHERE, Manage Sunday Study Hall, Organize Shopping Schedule and Protocol, Sunday Social & Cultural programs.
- Develop and maintain relationships with residents and SEBS EOF Staff.

**DUTY/CRISSIS RESPONSE**
- Assist in ensuring the health and safety of all students by following medical protocols covered in RM Handbook and written materials.
- Respond to crises and emergencies as directed in established protocols or as directed by supervisor or other SEBS EOF staff
- Advise and report to the Residence Life coordinator, the director, and/or the appropriate staff of any disciplinary, emotional, or academic problem a student may be having as soon as you are aware of the problem.

**ADMINISTRATION**
- Attend the daily staff meeting with the SEBS EOF staff members and any additional meetings called by the SEBS EOF administrators.
- Attend staff meetings, training sessions, and individual meetings with supervisor.
- Assume responsibility for RM duty schedule with the summer RM staff. Organize and manage the Duty Office; oversee and submit daily Duty Schedules by established due dates; inventory Duty Office forms and supplies and restock as needed.
- Serve as a resource, referrals, and communication agent for staff and residents. Distribute paperwork, flyers, brochures, etc. according to instructions. Serve as liaison between the SEBS EOF staff, Residence Life staff, and residents.
- Assist with clerical tasks in the Newell apartments RM office.
COMMUNITY DEVELOPMENT
- Along with RMs plans and leads all educational and social activities. Some examples are: Recitation set-up, Facilitate CIRCLE, Manage Sunday Study Hall, Organize Shopping Schedule and Protocol, Sunday Social & Cultural programs.
- Develop and maintain relationships with residents and SEBS EOF Staff.

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- Assist in ensuring the health and safety of all students by following medical protocols covered in RM Handbook and written materials.
- Respond to crises and emergencies as directed in established protocols or as directed by supervisor or other SEBS EOF staff
- Advise and report to the Residence Life coordinator, the director, and/or the appropriate staff of any disciplinary, emotional, or academic problem a student may be having as soon as you are aware of the problem.

ADMINISTRATION
- Attend the daily staff meeting with the OSP staff members and any additional meetings called by the OSP administrators.
- Attend staff meetings, training sessions, and individual meetings with supervisor.
- Assume responsibility for RM duty schedule with the summer RM staff. Organize and manage the Duty Office; oversee and submit daily Duty Schedules by established due dates; inventory Duty Office forms and supplies and restock as needed.
- Serve as a resource, referrals, and communication agent for staff and residents. Distribute paperwork, flyers, brochures, etc. according to instructions. Serve as liaison between the OSP staff, Residence Life staff, and residents.
- Assist with clerical tasks in the Newell apartments RM office.
- Assume other duties as assigned.