Summer Session at the University of Chicago welcomes over 1000 academically talented high school and undergraduate students from around the world to participate in intensive study within UChicago's unique scholarly environment. Each summer, an outstanding resident staff oversees residential life, providing supervision, mentoring, and academic support for participating students, as well as managing the range of medical and disciplinary incidents that arise. They also plan and implement residential programming and other fun activities that facilitate social connections and exploration of the UChicago campus and city.

Program Assistant (PA) Job Description
Reporting to the Residential Director for Summer Session, the Program Assistants (PAs) will live in residence and provide administrative support and programming resources for the residential staff and program participants. Each PA will have responsibility for specific tasks and events, tailored to their experience and interests. The PA position is potentially compatible with some outside work or classroom commitments, but requires substantial availability during late afternoons, evenings and weekends.

- Some experience in residence life or student organization event planning preferred, including work as a resident assistant, conference services staff, camp counselor, student organization head, etc.
- Experience and interest in working with high school-aged students strongly preferred.
- Remuneration is $600 per week for employment starting June 17, 2019 through August 4, 2019. Additional opportunities to work in Summer Session programs extending into mid-August may be available.
- Some paid pre-program training in Spring 2019 will be required, but may be done remotely via phone or Skype.

Principal Duties and Responsibilities
1. Live in residence in a College House at Campus North Residential Commons and serve as a daily resource for Resident Assistants and students participating in Summer Session programs.
2. Using the provided board plan, eat a majority of meals in the residential dining commons.
3. Support various co-curricular programs with the residential staff, including study breaks and social/recreational activities on campus and throughout Chicagoland, especially on weekday evenings and on weekends. Facilitate activity and event planning, including storing program supplies in the provided apartment, ordering, inventorying and delivering supplies within the residence hall.
4. Create daily and weekly communications for residential staff, summarizing programs, events, meetings and resources available to staff and students during Summer Session.

5. Coordinate administrative duties with the Residential Director and other program staff, including staff scheduling and days off, supply ordering, programming logistics, and team meetings.

Qualifications

1. Enrollment as a student (College or graduate) in good standing at UChicago or at another institution of higher education. Incoming graduate students and recent alumni are encouraged to apply.

2. Experience as a supervisor, mentor or leader of college-aged students; prior student support experience is a plus.

3. Be available on the UChicago campus to fulfill position responsibilities for seven weeks: Training begins on June 17, and student programs begin with move-in and orientation on Saturday, June 22, 2019. Most program staff roles will end on August 3, 2019. Additional opportunities to work in later Summer Session programs may be available.

4. Attend training activities that will be scheduled during Spring Quarter 2019 (dates TBD) to provide orientation to the role (some training may be completed remotely) and participate in all-day staff training on June 17-21, 2019.

Remuneration

- $600 per week (including the training week)
- A furnished apartment in Campus North Residential Commons, beginning June 17 through the end of your employment
- A full board plan, beginning with dinner on June 17 through the end of your employment

To Apply

Please use the link below to access the application. Be ready to upload a current resume and the names and contact information (phone and email) for two professional references:

2019 Residential Staff Application – UChicago Summer Session