

## Program Assistant Job Description

### Requirements:

1. Minimum of one semester on-campus residency at Simpson College preferred.
2. Current cumulative grade point average of 3.0 based on a minimum of 12 credit hours preferred.
3. PA's are expected to maintain their current semester and cumulative grade point average.
4. Maintain full time status during duration of employment (12 hours per semester; 3 hours during May Term)
5. Abide by the policies of Simpson College and Residence Life.
6. Employment is contingent upon clearance by Financial Aid
7. Employment is for a full academic year.

### Staff Responsibilities:

#### ► *PROGRAMMING ROLE (beyond CA Community Development):*

1. Plan, initiate, and evaluate a number of educational programs each on a wide number of topics including academic, educational, multi-cultural, transitional, service, and leadership for your building and area.
2. Do passive programs, such as bulletin boards and newsletters to advertise issues and resources.
3. Work closely with Hawley Resource Center, Destination Leaders, staff, and faculty to assist our First-Year students' needs.
4. Help with the implementation of traditional Simpson College programs.
5. Work with individual students on basic academic and other transitional needs and refer them on to proper resources.
6. Find ways to reward and recognize students for their achievements.

#### ► *COMMUNITY DEVELOPMENT:*

1. Develop interpersonal relationships with floor residents.
2. Assert yourself as an advisor through preventive, supportive and informative advising.
3. Be an effective listener and communicator.
4. Conduct monthly floor meetings and use additional means by which to survey interests, needs, and capabilities of your residents.
5. Promote hall, floor, and Residence Life program activities.
6. Plan, initiate, and evaluate a number of educational programs each semester as required.

#### ► *ADMINISTRATIVE ROLE:*

1. Maintain accurate records regarding the residents assigned to your area.
2. Assist with the opening and closing of your assigned residence hall, returning early and remaining after the hall closes.
3. Assist in the evacuation of the hall during emergencies.
4. Be on duty for the entire hall or area on a scheduled rotating basis established by the Area Coordinator.
5. Address violations of policy.
6. Required attendance at staff and conference meetings, spring, fall and winter workshops, and periodic in-service training programs.

### Additional Expectations:

\*PA's should be a self motivated individual who can work both in groups and independently and can step outside of their shell and have tough conversations with students they may not know very well.

\*PA's are responsible for other tasks and expectations that may be assigned by the Area Coordinator, Assistant Director of Residence Life, Director of Residence Life, and Associate Dean of Students.

\*PA's are expected to obtain prior approval from their AC or the Director of Residence Life before committing to activities which may interfere with job performance, which include, but are not limited to, athletics, internships, student teaching, off-campus employment, extra course load, etc.

\*PA's are expected to adhere to all other expectations set forth in the CA job description

### Remuneration:

\* PA's receive a stipend that approximately equals the yearly residence hall room rate plus 60 percent of the board rate.

\* The Program Assistant position is an excellent opportunity for personal and professional growth as well as for strengthening your future resume and credentials.