

**Program Assistant Job Description**

**Summer 2020**

Telluride Association runs two summer programs for high school students: the Telluride Association Sophomore Seminar (TASS) and the Telluride Association Summer Program (TASP). Both are six-week educational experiences that offer challenges and rewards rarely encountered in secondary school or even college. TASS centers on critical Black and ethnic studies for high school sophomores, while TASP is a program for high school juniors that often focuses on the humanities.

Telluride Association is hiring program assistants (PAs) for our summer programs. PAs are responsible for providing logistical support at the program sites, such as organizing community activities and ensuring that students comply with program rules and guidelines. PAs will also do extensive “behind-the-scenes” work, such as purchasing program supplies, doing administrative work such as budgeting, and managing communications with the house staff and host university. This is an excellent opportunity to develop leadership skills and build effective working relationships during an engaging and rewarding summer.

PAs will be expected to work 27 hours per week at Maryland and Michigan and 35 hours a week at Cornell. (Cornell PAs will spend 8 hours a week supervising kitchen shift, which accounts for the difference in hours.) They will receive a $1900 stipend at Maryland and Michigan or a $2450 stipend at Cornell in addition to room and board for the duration of their summer employment. There will be two PAs at CU and one at each TASP site at UM and UMD (4 total), and one PA at each TASS site (two in total).

Qualifications:

* At least nineteen years of age by the start of program (June 2020)
* Attained sophomore undergraduate status by fall 2019 (if a current student)
* United States work eligibility (the Telluride Association cannot sponsor visas for its summer employment opportunities). (Feel free to contact us (tasp@tellurideassociation.org or tass@tellurideassociation.org) if you have questions about your work-authorization status)
* Valid driver’s license
* Demonstrated ability to contribute to a diverse community

We encourage applicants from diverse backgrounds and underrepresented groups to apply.

Locations: Cornell University, The University of Michigan at Ann Arbor and the University of Maryland College Park

Training: Webinar on May 15th and in-person June 5th-7th in Ann Arbor, MI (travel cost to the training weekend will be covered by the Telluride Association)

Employment Dates: June 16 – August 3, 2020

Program Dates: June 21 – August 1, 2020

Program Assistants’ Responsibilities:

* Provide logistical and administrative support to the factotums and program faculty
* Organize community activities
* Respond to medical and disciplinary events, as well as other emergencies
* Connect students with area resources
* Manage paperwork related to programming
* Monitor event budgeting
* Supervise students and ensure their compliance with program rules
* Serve as a resource for students’ questions and needs
* Manage and supervise students in kitchen clean-up shifts (at Cornell only)
* Take scheduled shifts of on-call duties when the factotums are away from the house or otherwise occupied
* Attend regularly scheduled meetings with factotums
* Act as a liaison to house maintenance, kitchen staff, and the host university
* Write a short program report once the program ends



**Program Assistant Application**

**Summer 2020**

Name:   Age:

Year in university (if attending):

Address (spring 2020):

Preferred phone number:

Preferred email:

How did you learn about the program assistant’s position?

Are you a U.S. citizen? If not, what is your visa/work status?



To apply, please submit the following information by **January 13th, 2020** to applications@tellurideassociation.org :

* this form
* a cover letter in which you describe:
	+ your academic and any Telluride affiliations
	+ your interest in TASP and/or TASS
	+ previous experiences that have prepared you for the responsibilities of this role
* a résumé
* a reference who can speak to your judgment, maturity, and/or preparedness for supervising minors
* whether you’d prefer to work at Cornell, Maryland (TASP only) or Michigan