***NOW HIRING for SUMMER 2024!***

 **RESIDENTIAL PROGRAM ASSISTANTS**

***NIAHD Pre-College Program in American History***

 ***at William & Mary***

Do you have experience working with high school students? Are you passionate about history? The National Institute of American History & Democracy (NIAHD) is searching for dedicated and enthusiastic college students to serve as Residential Program Assistants (RPAs) for our Summer 2024 Pre-College Program in American History.

**What is the Pre-College Summer Program?** Organized for high school juniors and seniors and rising college freshmen, the Pre-College Program in American History is a fast-paced, in-depth, immersive college experience. Students earn 4 hours of college credit taking a W&M history class. Class curriculum requires daily trips to historic sites and museums, studying college-level texts, writing analytical essays, and participating in discussion seminars. Students will live in a college dorm with other Pre-College Program students and their RPAs for 3 full weeks. For more information about the program, please visit our website at [www.wm.edu/niahd](http://www.wm.edu/niahd).

**Dates:** RPA positions are available in either of its two summer sessions:

* **Session 1: Wednesday, June 12-Saturday, July 6, or**
* **Session 2: Wednesday, July 3-Saturday, July 27**

**Position Description:** RPAs live in the dorm and serve as a combination of chaperone, mentor, and support personnel for high school students participating in NIAHD’s Pre-College Program. RPAs assist with numerous program needs including helping with logistics on daily site visits, driving 12-passenger vans, and planning weekend activities.

**Job Requirements:** This is a **FULL-TIME** **responsibility for 3 ½ weeks—4 days of training and the 3-week Pre-College Program.** The job demands dedication to an all-day position including supervision on site visits and in the dorm, helping students, and serving as role models and cooperative team players.

**Eligibility:** RPAs may be a graduate or undergraduate student, preferably one who has worked with high school students or who has an interest in working with young people AND who has an interest in History. RPAs do not need to be History majors.

RPAs may not hold other jobs or take classes during their work session. Due to the rigorous nature of the program, applicants will only be permitted to work one session each summer.

**Compensation:** In addition to room and board for 3 ½ weeks of work, RPAs, Assistant Head RPAs, and Head RPAs will earn a salary that begins at $2,100.

**Ready to Apply?** Applicants should email their completed application to precol@wm.edu. Also, a letter of recommendation should be sent directly to NIAHD from a professor or work supervisor.

**Questions?**  Email precol@wm.edu or call 757-221-7652.

**Application Deadline is March 31.**



**APPLICATION for RESIDENTIAL PROGRAM ASSISTANT (RPA)**

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Class (Social & Academic): Freshman\_\_\_\_ Sophomore\_\_\_\_ Junior\_\_\_\_ Senior\_\_\_\_ Grad \_\_\_\_

Age: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major/Minor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are a W&M student, will you be enrolled at W&M in Fall 2024? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hobbies/Interests:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever served as a W&M RA? When/Where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever served as a NIAHD RPA? When? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AVAILABILITY**: Positions are available in either of its two summer sessions.

**Session 1: JUNE 16-JULY 6 with Training to begin JUNE 12**

**Session 2: JULY 7-JULY 27 with Training to begin JULY 3**.

Can you work either session or do you have a preference? We will try to accommodate as best we can.

\_\_\_\_Can work Either Session \_\_\_\_ Can work only Session 1 \_\_\_\_Can work only Session 2

**DRIVING VANS**: RPAs who drive NIAHD’s 12-passenger vans must have a valid driver’s license and will take driver training during our RPA training session if they have not already done so. We will not ask anyone to drive a van who is uncomfortable doing so. To meet W&M driving requirements, RPAs must have two years of driving experience.

Do you have a valid driver’s license? Yes \_\_\_\_ No \_\_\_\_

When did you receive your driver’s license? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you taken W&M Van Driver Training? Yes \_\_\_\_ No \_\_\_\_ If yes, when? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What background do you have working with high school students? Have you served (or can you serve) as a mentor, supervisor, and chaperone?

What skills and strengths can you contribute to the summer program as an RPA?

Provide any additional information on your qualifications and why you would like to be an RPA.

Describe your personality:

**ROOMMATES**: Most of our RPAs will share rooms together. Please list any allergies, special needs, or roommate preferences that we should be aware of.

**LETTER OF RECOMMENDATION**: Please ask a professor or work supervisor to email their letter of recommendation directly to precol@wm.edu. The person who writes the letter of recommendationshould be a person who can attest to your abilities to work well with high school students, provide leadership, be a role model for younger people, and work as a team player.

**Submit Completed Applications to** **precol@wm.edu****.**