

## **Program Assistant Job Description**

### **SHARPE COMMUNITY SCHOLARS PROGRAM**

The Director of the Sharpe Community Scholars program hires undergraduate program assistants to serve in different capacities that support academic learning, student development, and programming needs for Sharpe Scholars and affiliate cohorts and alumni. Program Assistants for Sharpe must have at least one year of experience with the program –as having been a Sharpe Scholar, a Teaching Fellow, or a previous Program Assistant. The number of assistants to be hired each year depends largely on the availability of experiences, skills, and talents in our applicant pool, and most obviously on our current needs.

Program Assistants are expected to support the Sharpe Graduate Assistant and the Director in the following activities:

- Bi-Weekly, mandatory planning meetings to manage logistics and communications for Sharpe, and collaborate in brainstorming new events, outreach, and strategies for engaging students;
- Attendance in CMST101 (Wednesdays, 12-1 p.m.);
- Fellows’ training and ongoing development for facilitating small group learning, supporting seminar faculty, assisting students with preparing for assignments, and general programming;
- Attending and Coordinating program-wide events (e.g. Welcome Orientation, Homecoming, Staff Appreciation Banquet, Day for Admitted Students, Engaged Scholarship Symposium, Senior Banquet), in terms of logistics, communications, promotion, setup/cleanup, and maintaining staff presence;
- Attending and Assisting GA with program Workshop scheduling and promotion;
- Collaborating to develop spontaneous programming (such as tours, field trips, in-dorm casual meetings, group volunteering, etc.);

Ideal candidates must demonstrate a high level of commitment to the Sharpe program’s academic mission for student development toward community-based learning and research. Program Assistants are extremely organized individuals, with confident energy for innovative leadership throughout the entire school year. They must be attentive and responsive to program communications and needs in real-time, and visionary for imagining and implementing a program that best serves the whole of scholars’ learning needs. Program Assistants are asked to collaborate on a regular basis, and therefore, must be consistently reliable and available to “get the job done” on time as needed.