

**2013 PROGRAM ASSISTANT APPLICATION
EARLY CONNECTION OPPORTUNITY PROGRAM (ECO)**

Program Assistants (PA) are undergraduate students hired to work with admitted first-year University of Rochester students during the ECO summer program. The PAs recruited for the position show academic excellence in more than one area and strong leadership skills and experience. The PAs are also expected to serve as liaisons between ECO course coordinators and students. They will be responsible for planning and implementing most of the social activities for ECO students and will serve as residential advisors during the program. As an extension of the ECO professional staff, the PAs are a highly valued, close-knit team. PAs are expected to participate in all orientation and training session(s) prior to the start of ECO.

QUALIFICATIONS:

1. Good academic standing and full-time student status.
2. Planning and management skills (includes working with budgets).
3. Strong communication skills (both written and oral) with ability to produce reports within specific timeframes.
4. Previous tutoring and peer counseling experience desirable.
5. Committed to helping new students adjust to campus life.
6. Ability to “think on your feet” and solve unexpected problems.
7. Ability to work as part of a team with members from diverse backgrounds.
8. Excellent listening skills.
9. Willingness to develop trusting relationships.

GENERAL DUTIES:

1. Maintain peer counseling/tutoring logs.
2. Regularly attend selected ECO courses.
3. Attend/hold ECO study sessions.
4. Develop and implement most of ECO student social activities.
5. Serve as Residential Advisors during ECO.
6. Participate in regularly scheduled meetings with PA supervisor, Graduate Head Resident, and ECO staff.
7. Prepare and submit a final report on activities during the summer program.
8. Participate in ECO overall evaluation.
9. Provide office support as assigned.
10. Perform other duties as assigned by supervisor.

SALARY: \$1,800 (room and board also provided)

DEADLINE FOR APPLICATIONS: 5:00 pm, Friday, January 25, 2013.