

Summer Success Program – Program Assistant

Training will Take Place During the Following Weeks:

Monday, May 13th – Friday, May 17th – Virtual

Monday, June 24th – Thursday, June 27th – In-person

Summer Success Program Dates:

Saturday, July 6th – Friday, August 9th

SIUE Summer Success Program (SSP) serves as a diverse and inclusive community of entering undergraduates in a comprehensive five-week academic residential program. It introduces scholars to the structure and climate of the university, provides them with opportunities to foster meaningful academic and social connections with peers, staff, and faculty, and challenges them to take ownership of their academic journeys. SSP participants enroll in six (7) credit-bearing hours in addition to participating in several seminars on personal, financial, academic, and spiritual wellness. The program is managed on behalf of the university by the SIUE CORE T.E.A.M. This intensive and rigorous program cultivates a diverse community of students and prepares them to engage actively with and meet the challenges of college life. For more information, visit siue.edu/core-team/

The Summer Success Program Assistants (PA) are responsible for developing and maintaining an atmosphere that meets the goals of the Summer Success Program and promotes excellence in academic integration and personal development opportunities for students. As a member of the CORE T.E.A.M., the PA will adhere to, administer, and enforce policies and procedures as outlined in the SIUE Living Guide, SIUE Student Policies and Procedures, and the Summer Success Program Manual. **This role is diverse and encompasses programming, student leadership, tutoring and co-presenting, administrative and staff responsibilities, and as such, requires strong leadership skills, dependability, and a sincere interest in the mission of the SIUE CORE T.E.A.M.** The responsibilities listed will be carried out under the supervision of the CORE T.E.A.M. Director.

Essential Duties

Staff & Administrative Responsibilities (45%)

- Attend staff meetings prepared with weekly reports as required by the Director.
- Meet regularly with the Program staff to plan and discuss current and future programming strategies and updates.
- Serve as an extra hand directly to the Program Coordinators and Director as needed to implement various aspects of the program.
- Other duties as assigned.
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Student Development & Community Development Responsibilities (55%)

- Encourage personal, social, and academic development of SIUE Summer Success students by spending a significant amount of time getting to know students.
- Be available to assist students, implement activities, and provide tutoring as needed.
- Demonstrate knowledge of campus resources to provide academic, personal support and referral.
- Act as a tutor during study tables.

- Assist in driving university vans to and from program events and activities.
- Display appreciation of differences and assist students in developing an understanding of diverse cultures and lifestyles. Respect and treat all individuals fairly and equitably by being open and understanding of sexual orientation, socioeconomic, cultural, and ethnic diversity issues.
- Other duties as assigned.
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Qualifications:

- A college Junior, Senior, Graduate, or past SSP participant, in good standing with the university and possessing a minimum 3.0 cumulative GPA.
- Experience serving first-generation students and students from economically disadvantaged populations preferred.
- Previous experience as a staff member for a summer program similar to the SIUE Summer Success Program such as Summer Bridge, GEARUP, or Upward Bound preferred.
- Exceptional interpersonal skills are needed, including the ability to interact effectively with the faculty; professional staff; graduate and undergraduate students; and the public.
- Excellent computer skills, including proficiency in Office, presentation software, and commonly used SIUE web tools such as Cougarnet and Blackboard.
- Ability to work independently, balance priorities, work with diverse teams and groups, and work under tight deadlines.
- Valid Driver's License.
- **Available to work flexible hours including evenings and weekends.**

Expectations

- Maintain positive working relationships with the SIUE Summer Success Program staff, University Housing Staff, as well as the Summer Success Program campus partners.
- Be responsible with special staff privileges (i.e. use of office, phones, keys, university van, office equipment, etc.).
- Some personal cell phone usage will be necessary.
- Maintain confidentiality and objectivity in all matters related to students and staff.

For questions, contact:

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