

The University of Nebraska-Lincoln

NU START 2009

Program Assistant Job Description

July 24 - August 13

Function:

- To serve as a residential member of the NU Start staff for the purpose of assisting new students with their academic, social, and personal transition to the University of Nebraska.

Duties and Expectations:

- Devote all time and energy to NU Start during the program and have a sincere desire to support the transition process of first-year students.
- Organize and plan spontaneous activities for NU Start participants during their free time.
- Provide assistance to students throughout the day and night during the program.
- Assist in the implementation of NU Start programs and activities such as the opening orientation, workshops, social programming and the closing banquet.
- Maintain a positive living environment, monitor study sessions and curfew.
- Act as a resource person, providing informal, on going support through contact with the NU Start students.
- Drive University vans to planned program events.
- Perform other duties assigned by the NU Start Coordinator and Assistant Coordinator.

Characteristics:

- Responsibility and reliability.
- Ability to handle multiple job responsibilities.
- Proven leadership skills.
- Ability to be a team player.
- Good organizational abilities.
- Ability to act appropriately and quickly in emergency situations.
- Commitment to serve as a positive mentor and role model
- Strong interpersonal communications skills.
- Strong academic skills.
- Desire to learn.
- Commitment to uphold all University policies
- Extensive knowledge of the University programs and services.

Qualifications:

- No classes or any other obligations during the program.
- Leadership rolls in University organizations, clubs, and programs.
- Cumulative GPA of 2.5 and no judicial record (breach of the NU Student Code of Conduct)
- NU Start Alumnus

Job Benefits:

- \$625 stipend (for returning PAs there is a bonus added for each year of service)
- Free admission to all required NU Start events.
- Room and board during the duration of NU Start Program.
- Rewarding personal and professional growth.
- A fun and exciting opportunity.

Time Commitment:

Afternoon, Friday, July 24 – Evening, Thursday, August 13

NU START 2009
Program Assistant Application
July 24 - August 13

Name: _____

Student ID: _____ Gender: Female ___ Male ___

Current Address: _____ Phone: _____

Major: _____ Current class standing: FR ___ SO ___ JR ___ SR ___ GRD ___

Name of high school and hometown: _____

Please answer the following questions, typewritten, on a separate sheet:

1. Please describe the role of the PA for NU Start. In your own words, what do they do? Now explain how you would be terrific at the job.
2. One of the most important aspects of the NU Start PA selection is creating a staff full of diverse interests, activities, experiences, and skills. What special qualities can you bring to the team as a representative of campus life?
3. What about your NU Start experience surprised you?
4. What do you think would be the most difficult or challenging aspect of the Program Assistant position? Why? How would you handle that aspect?
5. If you could eliminate any aspect of NU Start, what would it be and why?
6. If you could change anything about your first semester of college, what would it be and why?

References

Please list two references:

Name	Title	Address	Phone

I give permission for a member of the NU Start staff to check my GPA and judicial record:

Signature Date

NU START 2008
Program Assistant Letter of Intent
July 24 - August 13

Program dates:

Move in – Friday afternoon, July 24

Move out – Thursday, August 13 (after all NU Start students are checked out)

Reports to:

NU Start Coordinator

NU Start Assistant Coordinator

Responsibilities:

Devote all time and energy to NU Start during the program.

Organize and plan spontaneous activities for NU Start participants during their free time.

Assist in the implementation of all NU Start programs and activities.

Provide assistance to students throughout the day and night during the program.

Maintain a positive living environment, monitor study sessions and curfew.

Attend all activities, sessions, and program events.

Meet three times a week or as needed with the Assistant coordinator and Coordinator.

Attend training sessions during the Spring Semester.

Attend the mandatory PA training/orientation on Saturday, July 25th.

Drive a University van to planned events.

Other duties as assigned by the NU Start Coordinator and Assistant Coordinator.

Job Benefits:

\$625 Stipend (for returning Program Assistants there is a bonus added for each year of service)

Room and board (Friday Afternoon, July 24 – Thursday Afternoon, August 13)

I have read and fully understand the above statement. I am aware that if I fail to meet the expectations of a NU Start Program Assistant that I may be subject to consequences.

Print your name

Signature

Date

Applications are due: February 23, 2009

Return your application to:

Carrie Petr

Coordinator, NU Start

33 Administration Building

Lincoln, NE 68588-0471

402-472-6939