

**TOKYO INTERNATIONAL UNIVERSITY OF AMERICA**  
**SLC American Culture Tour (ACT)**  
**Position Description**

**Position Title:** Program Assistant (PA)  
**Work Schedule:** Full-Time (in residence): **May 18-June 2, 2017**  
**Reports to:** Director of University Relations/Special Programs  
**Compensation:** \$ 1,300 stipend + Shared Room and Meal Plan

**General Description:**

Under the direction of the Director of University Relations/Special Programs, the Associate Directors of the Global Teaching Institute (GTI) and the Director of the Global Teaching Institute, the PA fills a key role in this special residential program by helping to ensure there is a living environment conducive to the program. Each PA is assigned responsibility for a residential wing and all are expected to collaborate with fellow PAs and other staff to help implement and manage the entire residential program. This is a full-time residential staff position that incorporates a level of operational responsibility and a scope of duties that are different in significant ways from the role of the part-time Resident Advisor (RA) in the residence life system during the WU academic year. The Program Assistant is also responsible for participating in all of the educational and co-curricular activities planned for **May 18-June 2**. When accepting the position of PA, it is important to do so with the full understanding that it requires a full-time commitment to working within a professional intercultural learning environment.

**Minimum Qualifications:**

- Be knowledgeable of and able to articulate University policies, rules and regulations.
- Demonstrate a willingness to accept supervision and the ability to follow directions.
- Be highly responsible and have mature decision-making abilities.
- Work well under pressure and with a team.
- Demonstrate an understanding of and sensitivity to other cultures.
- Possess exceptional customer service, public relations and communication skills.
- Have the ability to stay organized and be detail oriented.
- Have a clear judicial record as a student.
- Have experience living in a residence hall for two semesters; juniors and seniors preferred.
- Preference is given to applicants who have prior experience as student staff working as RAs at WU.

- Cross-cultural experience preferred.
- Demonstrated commitment to academic excellence (**GPA certification required**).

### **Training:**

- May 18-19: Mandatory orientation, training, residence hall and program preparation.

### **Duties:**

- Attend and participate in all required staff meetings.
- Present a good image for the University through appearance, positive and responsive actions and a pleasant, helpful disposition.
- Be a convenient, reliable resource and reference person for conference contacts, all campus guests, and University and program staff.
- Perform the following tasks associated with the program:
  1. Attend all meetings with program staff during pre-program planning stages
  2. Meet with program organizers on a daily basis, or as scheduled, while they are on campus.
  3. Be present at and assist with program participant check-in and check-out (i.e. room key distribution and collection).
  4. In collaboration with Summer Conference Staff, ensure that residence hall rooms have been inspected, and keys are accounted for before and after the program and keep accurate records of maintenance needs and damages.
  5. Provide emergency custodial room care and services for the program.
  6. Help program staff plan and implement recreational activities for program participants.
  7. Participate actively and consistently in all education and co-curricular activities from May 22-June 2.
  8. Work with program organizers to ensure that food service counts, participant counts and room assignments are received on time.
  9. Distribute pertinent information to program participants and staff.
  10. Other duties as assigned.

### **Terms of Employment:**

- All program staff members are required to work on call, including occasional early mornings and evenings.
- Program staff positions take first priority over other time commitments.
- At least one staff member must be on call 24/7. On-call duty will be assigned to each staff member on a daily basis. While on call, staff members are required to be on campus at all times.

- A stipend, as well as a room and board, are included in the compensation package for this position.
- Program Assistants must reside on campus during the employment period.
- Other duties as assigned.

**Please submit completed application via email to Barby Dressler, <bdressle> by March 31, 2017, at 4:00 pm.**

**Interviews will take place the week of April 3, 2017. You will be contacted by email if you are selected for an interview.**

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