

Summer Residential Governor's School for Medicine and Health Sciences at VCU *Staff Position Vacancy*

Part-time Program Assistant

Spend one workday (July 1, 2017), one morning (July 29, 2017), and three evenings (about 24 hours) a week from July 4-27, 2017, in a stimulating environment working with 26 gifted teenagers who are interested in medical or related health care careers. Responsibilities include (but may not be limited to) dormitory/dining hall supervision, athletic/recreational activities, and community service projects.

Salary and Benefits

- Salary: \$12.50/hour
- Parking and gym passes provided
- An experience and memories that will last forever

Qualifications

- Minimum age 21
- Valid Virginia driver's license
- Experience working with a high school age population
- An understanding of legal and ethical behavior inherent in supervising minors
- Energy and creativity
- First aid and CPR certification desired
- Virginia teaching certificate (or provisional license), counseling licensure, or recreation degree preferred but not necessary

Duties and Responsibilities

- Must work Sat., July 1, 2017, 8:00 a.m.-5:00 p.m. for training; Mon. through Wed. (July 3-5, 10-12, 17-19, 24-26, 2017) from 3-11 p.m.; and Sat., July 29, 2017, from 10:00 a.m.-12:30 p.m. for Graduation
- Actively works to foster a professional relationship with the students; promotes a positive learning and living environment
- Accompanies and eats all meals with the students during duty hours; rotates with other staff to serve and clean up after meals
- Monitors student movement at appointed times; responsible for students' location during these times
- Continually walks around designated dormitory areas to actively monitor student locations and activities during evening duty; ensures students are in their assigned rooms at curfew.
- Drives students to and from locations in the Richmond Metro area using GSMHS 7-passenger vans
- Reports any and all problems or concerns promptly to the Resident Director and/or Director
- Assists the Resident Director in planning recreational itineraries and assists with the completion of tasks pertaining to extra-curricular activities
- Reports to work during duty hours and returns from off hours promptly; reports to staff meetings at assigned times
- During duty times, assists the Director and Resident Director as needed and remains visible and accessible
- During duty times, uses a personal electronic device, e.g. cell phone or laptop, for GSMHS program purposes only
- Complies with GSMHS dress code for residential staff

To apply, you will need:

- ☑ A completed state application (leave the Position Number blank):
 - Go to <https://virginiajobs.peopleadmin.com/postings/9275> (If this URL displays a results list, chose **Create Draft of Application – PeopleAdmin**)
 - In the left navigation column, click on CREATE ACCOUNT; in the page area click "Create Account"
 - Once you create an account, you must log into your account.
 - On the Jobs.Virginia.gov home page, select "Click here if you want to create and save your application but not apply to a job."
 - Complete your application and print.

- ☑ An up-to-date résumé or CV
- ☑ A cover letter briefly describing why you would make an excellent part-time Program Advisor for GSMHS
- ☑ One sealed letter of reference from a supervisor or advisor with his/her signature across the seal

All application packets must be received by April 14, 2017:

Jeanne Minetree, GSMHS Director
P.O. Box 6
Dinwiddie, VA 23841

All applicants must be available for a face-to-face interview (Sat. or Sun.) in the Richmond Metro area by April 30, 2017, and for fingerprinting at VCU Police (Tue/Thu only) by May 30, 2017. All employees will be subjected to a police background check.

For more information, contact Jeanne Minetree, Director, at GSMHS_VCU@yahoo.com.

Be sure to visit the program's website at:

http://www.doe.virginia.gov/instruction/governors_school_programs/summer_residential/index.shtml

Then, in the section Summer 2015 Virginia Summer Residential Governor's Schools (SRsGS): Programs, click the link for "Summer Residential Governor's School for Medicine and Health Sciences"

Read the VCU news article about our program at:

http://www.news.vcu.edu/article/High_School_Students_from_Across_Virginia_Study_Science_and_Medicine