

Program Assistant Application: Summer 2025

Please select the dates you are available to work:

☐ June 9 - August 2

☐ June 23 - August 9

Do you have a preference to work with a specific program?
(Preference considered, not guaranteed):

☐ Summer Challenge

☐ High School Honors/RISE/AIM

☐ No preference

General Information

Last Name	First Name	BU ID	Email Address
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Current Address

City	State	Zip Code	Cell Phone #
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Permanent Address (if different from above)

City	State	Zip Code	Home Telephone #
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Date of Birth: ____ / ____ / ____

Sex Assigned at Birth: ☐ M ☐ F

Gender Identity/Expression:

Grade Entering in fall 2025:

Pronouns: _____

Citizenship: ☐ U.S. ☐ Other

Education and Training

High School (graduate students write undergrad institution)	City/State	Dates
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Pre-college programs or courses of study (if applicable)	Location	Dates attended
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Did attend a BU High School Program? (leave blank if not applicable)	Program	Dates attended
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Professional Experience (chronological order with most recent first)

Employer/Company	Position Held	Dates of Employment
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Position Responsibilities

Professional Experience (cont.)

Employer/Company	Position Held	Dates of Employment
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Position Responsibilities		
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Employer/Company	Position Held	Dates of Employment
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Position Responsibilities		
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Scholarships/Honors/Awards

Extracurricular Activities

Special Skills/Talents/Interests (Arts, Sports, Technology, Language Proficiencies)

University Conduct

Have you ever been through the University or Residence Life conduct process due to a rules violation? ☐ Yes ☐ No

If yes, please explain below.

Referral to Position

How did you learn about the program assistant position?

- | | | |
|--|---|--|
| <input type="checkbox"/> Student Job Board | <input type="checkbox"/> FYSOP | <input type="checkbox"/> Residence Life |
| <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Faculty/Staff/Student Referral | <input type="checkbox"/> Summer Term website |
| <input type="checkbox"/> Other: | <input type="checkbox"/> Flyer in Residence Halls | <input type="checkbox"/> BU Shuttle |

Short Answer Questions

Please answer each question in a paragraph (4-6 sentences).

Why do you want to be a program assistant for pre-college programs?

What experience best prepares you for this position? What makes you well suited for this job?

How might your interests, hobbies, personality, and/or identities help you cultivate a sense of belonging and community with the students you support? Feel free to be creative and answer by letting us know a trip or event you would plan to show your students what you love about BU and/or Boston.

Is there anything else you would like us to know about you?

Other Materials:

- **Submit a copy of your most recent resume**
- **Submit a copy of your unofficial BU transcript**
 - Applicants must be enrolled as a full-time student and be in good academic standing
- **At least one letter of reference** - read below for more information

References:

Please submit at least one reference letter, which can be from a professor, advisor, and/or employer. The reference(s) should email the letter directly to summerhs@bu.edu. Reference letters must be received within two weeks of receiving your application.

References should discuss how you are a leader, how you work on a team, how you handle deadlines, and the personal characteristics that would make you successful in this position. In addition, references should discuss your character, strengths, work behavior, job performance, and capacity to work with high school students.

Deadlines:

- **We will accept applications until all positions are filled. The priority deadline to apply is Friday, February 14, 2025.**
- **Reference letters are due within two weeks of receiving your application.**

Send program assistant applications and supporting materials via email to:

**Boston University Summer Term
High School Programs
200 Riverway, Suite B14
Boston, MA 02215
summerhs@bu.edu**

Subject line should be: Program Assistant Application "Your full name"