

Program Assistant - Summer 2025

Job Description

Boston University Summer Term offers programs for high school students to preview college life. We are hiring program assistants (PAs) for the High School Honors, Research in Science & Engineering (RISE), Academic Immersion (AIM), Summer Challenge, and Summer Preview programs. PAs typically live on the same floors as their students in the residence hall and are responsible for mentoring and guiding students, leading activities, and ensuring students' safety and compliance with the program rules and guidelines. This is an excellent opportunity to develop leadership skills, mentor high school students, plan and implement social programming, and build effective working relationships as you enjoy a fun and rewarding summer. Compensation for PAs includes a weekly payment (\$425), private room, dining plan, and MicroFridge for the duration of the employment period.

PAs may have an additional part-time work commitment if their hours are approved by the Summer Term office. The PA role must be your first priority for the duration of your employment. In addition, PAs will be held to the highest standards of professionalism.

Eligibility for the PA position requires that an individual be a current BU student (undergraduate and graduate students are eligible). Students graduating in Spring 2025 will be considered with permission from the Summer Term office. Applicants must be in good academic standing.

Employment Dates

Summer Challenge/Summer Preview

PAs move-in: June 8
PA training: June 9-13
Program begins: June 15
Week off: June 30-July 4
Move out: August 2

High School Honors/RISE/AIM

PAs move-in: June 22
PA training: June 23-27
Program begins: June 29
Move out: August 9

Program Assistant Job Tasks:

- ✓ Coordinate program check-ins and help students move out after each session
- ✓ Educate participants on program rules and reinforce their compliance
- ✓ Plan and implement social programming activities for participants
- ✓ Chaperone and participate in scheduled afternoon, evening, and weekend activities
- ✓ Fulfill on-call responsibilities
- ✓ Perform nightly curfew checks
- ✓ Serve as a resource for program participants' questions and needs
- ✓ Attend scheduled weekly staff meetings
- ✓ Run student floor meetings
- ✓ Perform administrative and office duties as needed

To download an application, please visit bu.edu/summer/hs/staff/

The priority deadline to apply is Friday, February 14, 2025. Applications will be considered on a rolling basis after this date.