

## **TFAS Summer Programs 2021 Program Advisor Positions**

### **How to Apply**

Please visit: <https://airtable.com/shrvGvXRzL7oA155m> to fill out the online form and upload a cover letter and resume by **February 15**.

### **Job Objectives**

- To ensure that students participating in the Program have a beneficial experience
- To project a positive and professional image of the programs, TFAS, George Mason University, and Washington, DC
- To support program staff in the planning and execution of high-quality events

### **Specific Duties and Responsibilities**

#### Program Support

- Maintain 9:00am to 5:00pm office hours at the TFAS office (or remotely as assigned)
- Assist program staff on all projects related to the program
- Housing - Live in student housing, serve as 24 hour emergency contact and be knowledgeable about the DC area and TFAS emergency plans
- Pre-Program – Prepare materials for registration, move-in and orientation activities
- Faculty/Classes - Assist professors as needed with materials, set-up and/or exam proctoring
- Internships – Update internship supervisor database and coordinate site visits to internship sites
- Student Contact Information – Maintain accurate list of pertinent student information

#### Events

- Program Events - Assist with planning, logistics and set-up of guest speakers, special events and social activities. The event schedule will include a combination of virtual and in-person activities.
- All Student Events - Assist with planning and executing all-student events (to include both in person and virtual events) such as orientation, Professional Development Series events, site briefings, graduation and other events as needed.
- Social Events - Plan and staff additional weekend social activities with other Program Advisors

#### Student Communication

- Serve as liaison between students and TFAS, including responding to student questions by email, phone and in-person
- Develop and distribute weekly handouts such as schedules, memos and sign-up sheets
- Make announcements and/or send email updates as necessary
- Hold weekly office hours (with the possibility of in-person or virtual hours) for students

### **Qualifications**

Applicants must be an alumnus of the program. The ideal candidate will also have administrative experience, strong interpersonal and communications skills, and enthusiasm for the program and TFAS. Please note that candidates will be asked to rank their program preference but will be considered for all available positions. This position will receive a stipend as well as housing at one of the WISH buildings used to house TFAS students this summer. We will be conducting interviews in February and hope to notify candidates by mid-March.

### **Time Commitment**

Program Advisors are expected to arrive in Washington, DC two weeks before the start of the programs and to stay through the final day. PA's work in the TFAS office (or remotely) from 9:00am to 5:00pm Monday through Friday. In addition, there will be regular commitments during the evenings and weekends including weekly office hours, guest lectures and other events.