2015 VSA Dates of Employment: June 3 – July 31, 2016. VSA Program Assistants must be available for the entire duration of the summer academy and may not take classes or hold any other jobs during employment with VSA.

Job Description & Qualifications: The Program Assistant (PA) position is a pivotal position within the VSA summer office staff, responsible for managing a variety of tasks essential to VSA operations. The work of the PA ensures that day-to-day operations run smoothly for all VSA parties, including residential life programming, academic and classroom requests, parent questions and concerns, and student needs. PAs work with and report to the VSA Residential Leadership Team, though as a group, they will be supervised by the VSA Logistics Manager. Individual tasks and assignments will vary according to strengths, schedules, and interests of each PA, but general responsibilities include establishing a friendly and professional point of contact in the VSA office, directing calls, managing medication procedures, monitoring supply and equipment inventory, handling academic requests for materials, and assisting with all Check-in/Check-out procedures. Additionally, the Program Assistant serves as a responsible adult presence to VSA students and staff in the residential hall. Program Assistants will work closely with each other and all members of residential life to form a team of individuals dedicated to fostering a safe and supportive residential community that prioritizes student wellbeing.

This position would be a good fit for undergraduate or graduate students wishing to learn more about academic residential programs from an administrative perspective.

Because we expect Program Assistants to model appropriate behavior for students, we ask Program Assistants to refrain from the following. Engaging in any of these behaviors while employed by VSA could constitute immediate dismissal and ineligibility for rehire:

Possession/consumption/being under influence of alcoholic beverages on campus or in the presence of VSA students; possession, consumption, sale, distribution, or being under the influence of illegal drugs; and stealing or violence of any kind. Also prohibited include maliciously breaking or damaging the property of others; possession of weapons; leaving the residence hall after student curfew or returning after curfew (excludes “off” days and medical emergencies); sexually inappropriate behavior; smoking while around students; inappropriate language; and having overnight visitors inside the residence hall.

2014 - 2015 VSA Program Assistant Application Due Date: February 1, 2016

Additional Materials: Submit pages 2-4 of this application, your resume, and contact information for two references. All items must be received before application will be considered complete. Incomplete applications will not be reviewed.

Submit Applications: Online, using our online application form. By Campus Mail: Vanderbilt Programs for Talented Youth, Peabody #506. Hand-deliver: Room 301 Wyatt Center.

Starting Compensation for VSA Program Assistants: a competitive salary, housing and most meals will be provided. Meals are not provided during the midsummer break or during off-days between sessions. Breakfast/lunch only during training days. VSA 2015 will reside in Hank Ingram House. Program Assistants will each be assigned to a double room, which they will occupy as a single. Program Assistants also have access to a communal kitchen & laundry facilities.
Applicant Information

Name: ________________________________________________ Date of Birth _________________

Gender: __Female __Male

Class Standing (Current School Year): __ Fresh. __ Soph __ Jr __ Sr __ Grad
(NOTE: VSA prefers current Sophomores/Juniors, but university students of all levels welcome to apply.)

GPA: _______ Expected Graduation Date (Month/Yr): _________ Major: ____________________________

Are you a Vanderbilt Student? ___Yes ___No If no, list institution: ______________________________

Have you had RA experience? ___Yes ___No If yes, which Hall/House: ____________________________

Do you possess a valid driver’s license? ___Yes ___No

If yes, are you able to transport VSA students on field trips/excursions in PTY vehicles? ___Yes ___No

Have you ever worked with youth between the ages of 12-18? ___Yes ___No.

If yes, where and in what capacity (e.g., Camp Blue Lake, counselor, three summers)?
____________________________________________________________________________________

Have you ever attended a summer academic program or summer camp as a teenager? ____ Yes ____ No.

If yes, where and for how long (e.g., VSA for two summers)?
____________________________________________________________________________________

Current/Campus Address Street/Box #
____________________________________________________________________________________

City ___________________________________________ State _______ Zip ______________

Phone (cell) ____________________________ Email Address ____________________________

The above information is effective until: _________________________________________________

Permanent Address

Street __________________________________________________

City ___________________________________________ State _____ Zip ___________ Home Phone ____________
Applicant Questionnaire

I. On a separate sheet, please provide your answers to questions A-C. Please limit each response to 100 words.

A. What interests you about the position of Program Assistant for VSA, and why are you a good fit?

B. What do you hope to gain from the position this summer? That is, what skill set do you hope to develop/refine and why?

C. What’s something (anything) from this past year that you would do differently, and what about the incident/decision/action would you change?

II. On a separate sheet, please answer the following question. Limit your response to a maximum of 200 words.

VSA is a fast-paced residential summer program for academically gifted teenagers. The VSA office is the headquarters for the program and very much the home base for Program Assistants. In an environment that requires constant communication, follow-through, and attention to detail, describe your office/team member work persona in the form of an imaginary cartoon character. Give him or her a relevant name, a physical description (e.g. a wily fox with a top hat and cane, a brightly colored tropical fish with a British accent), and a skill set that represents your most valuable attributes.
III. Please indicate any experience you have in the areas listed below. (Check all that apply and supplement on additional sheet if necessary.)

<table>
<thead>
<tr>
<th>SOFTWARE</th>
<th>SKILLS/ABILITIES</th>
<th>PERFORMANCE/TALENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FileMaker Pro</td>
<td>Print, Web Multimedia Design</td>
<td>Emceeing/DJ/PA announcing</td>
</tr>
<tr>
<td>Microsoft Office Suite</td>
<td>Wordpress</td>
<td>Instruments (list)</td>
</tr>
<tr>
<td>Desktop Publishing (list)</td>
<td>Photography</td>
<td>Drama/Dance</td>
</tr>
<tr>
<td>Social Media (list)</td>
<td>Audio/visual editing</td>
<td>Arts, clay, painting etc</td>
</tr>
<tr>
<td>Flickr</td>
<td>Public Relations/Marketing</td>
<td>Hobbies/ Crafts (list)</td>
</tr>
<tr>
<td>Adobe Creative Suite</td>
<td>Large event planning/coordination</td>
<td>Other: Tell us</td>
</tr>
</tbody>
</table>

Additional details about any of the above or others not listed:

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________
References
Please provide contact information for two references. Choose persons who can attest to your potential as a Program Assistant. Consider supervisors from current or past employment, instructors/professors, university staff, clergy, etc. List the names of your references below.

Ask them to complete the Proctor Reference Form available at http://pty.vanderbilt.edu (hover over the Contact Us tab, Employment, For VU Faculty, Staff, or Students, and select Proctor). Have them return their recommendation to you in a sealed envelope, which they have signed across the seal. Submit all application materials in one package. For reference forms, recommenders may also email their completed form to john.m.girdler@vanderbilt.edu with the name of applicant in the subject line.

1. Name & Title
________________________________________________________________________
Email_________________________________________ Phone ________________________

2. Name & Title
________________________________________________________________________
Email_________________________________________ Phone ________________________

Application Certification
Please read, sign and date the following statement: I ________ (initials) certify that all statements made by me on this application are truthful, accurate, and complete. I understand that if employed by Vanderbilt Summer Academy and/or Weekend Academy at Vanderbilt University, the period of employment is only for the dates indicated on this application. Future employments are not guaranteed. I also understand that the intentional submission of false or misleading statements constitutes cause for rejection of application and/or dismissal from the program.

Applicant Signature________________________________________________ Date______________

Vanderbilt University is an affirmative action, equal opportunity institution.

If I am hired by PTY I agree to the use of my name, image and likeness for promotional purposes related to the business of Programs for Talented Youth.

Signature________________________________________________ Date______________

Employment not dependent on Likeness release.