PFP Program Assistant Job Description
The Pre-Freshman Program Assistant (PA) will work closely with the Director of PFP to prepare for the upcoming program. Duties will include planning the weekend social events, developing the residential staff training materials, coordinating with campus partners to confirm dates for their luncheons during the program and facilitating the collection of PFP faculty information. Familiarity with the Penn environment and knowledge of campus resources beneficial to first-year students preferred but not required.

PENN and PFP Program Overview
The University of Pennsylvania College Achievement Program (PENNCAP) works closely with a diverse group of academically-talented students, many from low-income and/or first-generation backgrounds, to support their success at Penn.

PENNCAP students often begin Penn by joining the Pre-Freshman Program (PFP). PFP is an academically rigorous and intensive four-week summer residential program preceding New Student Orientation (NSO). PFP is a chance for participating students to get an academic and social edge, while familiarizing themselves with Philadelphia and Penn's campus.

REPORTS TO: PENNCAP and PFP Associate Director

DUTIES
- Manage responsibilities that include but are not limited to the following:
  - Collaborate with trip planner to identify weekend social events.
  - Develop program calendar of events to be shared with students and campus partners.
  - Develop flyers and sign-in sheets for program events.
  - Collect program materials for study breaks, residential office and trainings.
- Other duties as assigned.

QUALIFICATIONS
- Must be pursuing a Master’s degree in Higher Education Administration, Student Affairs or comparable program.
- One-to-two years of experience designing and implementing student programs.
- Highly organize and able to multi-task with sharp computer and communication skills.
- Experience working with high school and college-aged populations.

COMPENSATION
- The pay for this position is $15 an hour for 30-35 hours a week.

TERMS OF EMPLOYMENT
- This is a full-time, paid-position
- Wednesday May 1, 2019 to Friday, August 23, 2019
- Pre-Freshman Program: July 20 – August 17, 2019

HOW TO APPLY
- Submit resume and cover letter to PFP Associate Director, Rochelle Jackson-Smarr, directly at rjismarr@upenn.edu