



Division of Pre-College and Undergraduate Programs
Brown University, Box 1851
Providence, RI 02912
Tel: 401-863-7900
Website: precollege.brown.edu

RESIDENTIAL GRADUATE STAFF, PRE-COLLEGE STUDENT LIFE (MULTIPLE POSITIONS)

ABOUT US:

The Division of Pre-College and Undergraduate Programs is dedicated to ensuring a supportive, challenging, inclusive, and developmentally appropriate living and learning environment for the approximately 6,000 pre-college students who hail from all 50 states in the U.S. and over 70 countries.

A leader in the field of higher education institutions that provide rigorous academic opportunities to students, Brown University's Pre-College Programs offer high school students (13-18 years old) an opportunity to study a wide range of liberal arts subjects that reflect the breadth of Brown's undergraduate Open Curriculum while strengthening their connection to a robust community of peer scholars from around the world. Students develop personal and social skills that are critical to success in the college setting and get a feel for what college life is like – the responsibility, the freedom, and the new friendships. Students enroll in programs with courses that vary in length offered both on-campus and online. More information about the programs can be found at <https://precollege.brown.edu>.

ABOUT GRADUATE POSITIONS:

The graduate positions with Brown's Pre-College Programs offer an opportunity for graduate students, and others with an equivalent combination of education and experience, to meet the expectations of a full-time professional role, gain practical experience in student life, develop leadership abilities, and hone supervision skills, in addition to many other transferable skills that prepare them to excel in any future position in higher education.

The graduate positions serve as an active contributor and educator within the Division of Pre-College and Undergraduate Programs. The large size of the Brown Pre-College Programs lends itself to a unique opportunity to engage with a diverse group of participants from around the world. These roles work closely with colleagues and other offices to deliver an intentional co-curricular living-learning environment for Pre-College students. These positions include a significant amount of responsibility and the staff hired are treated as professional staff with autonomy and independent problem-solving opportunities. These positions require that staff display professionalism, maturity, positive role modeling behavior, and good judgment at all times. This is an intense and fast-paced environment with atypical working hours that requires flexibility and constant attention. Graduate positions will supervise a seasonal staff team and work collaboratively with a team of professional colleagues to provide an exceptional experience for our students. Staff are expected to be models for productive, inclusive, and engaged behavior for the pre-college students enrolled in our programs and the seasonal staff members. A cohort is hired in various positions to support the summer programs. Night and weekend work is required. These are live-in positions (single room provided) with a meal plan.

PRIMARY RESPONSIBILITIES:

Support Pre-College student development and engagement.

- Facilitate a vibrant student life experience for Pre-College students that is developmental, memorable, and fun.
- Support participant holistic growth and well-being by:

- Learning about and understanding the Pre-College Programs in which the students are enrolled in order to better support their success in and out of the classroom.
- Enforcing Pre-College policies and procedures for Pre-College students, including addressing participant conduct and/or behavior directly with participants and ensuring appropriate documentation/communication.
- Reporting unsafe, inappropriate, and/or concerning behavior of participants to the appropriate professional staff member(s).
- Serving as a liaison to refer participants to appropriate resources as needed.
- Assist with participant support and development initiatives.

Support seasonal staff development and retention.

- Supervise seasonal staff members and effectively build a sense of team and collaboration within the staff. Duties include, but are not limited to:
 - Building and maintaining relationships.
 - Delegating tasks and sharing pertinent information with appropriate staff.
 - Leading weekly group meetings for seasonal staff.
 - Holding one-on-one meetings with assigned seasonal staff to provide guidance in their roles, developmental support, and engage in accountability conversations.
 - Addressing staff conduct behaviors.
 - Referring staff to appropriate resources as needed.
 - Enforcing Pre-College Program policies and procedures for seasonal staff.
 - Intervening with and reporting unsafe, inappropriate, and/or concerning behavior by seasonal staff to appropriate professional staff members.
 - Approving time off and tracking hours for assigned seasonal staff.
 - Writing evaluations, as needed, for seasonal staff.
 - Overseeing seasonal staff appreciation efforts, including managing related budgets.
 - Creating and managing an on-call duty schedule.
- Participate in online and in-person training to understand the programs and how you will be supporting seasonal staff.
 - Complete all assigned online training modules prior to your arrival on campus, including completing all assessment tools.
 - Attend and actively participate in graduate staff training.
 - Attend on-going training sessions during graduate staff meetings throughout your employment.
 - Support seasonal staff training by:
 - Attending all sessions.
 - Ensuring attendance of assigned staff.
 - Holding seasonal staff accountable for actively engaging in sessions and completing all relevant quizzes and other assessment tools.
 - Supporting professional staff with communication to seasonal staff, logistical needs, and other needs as they arise.
 - Facilitate pre-planned on-going training sessions for seasonal staff during staff meetings throughout the duration of employment.

Support Pre-College Operations.

- Support the goals and objectives of the Pre-College Programs.
- Serve on a rotating 24-hour on-call schedule as part of a multi-level crisis response team aimed at supporting Pre-College students when programs are in session.
- Support seasonal staff in their enforcement of a 10:00pm Pre-College curfew for participants in the program and remain in your residence hall until 6:00am the next morning for continued supervision overnight.
- Manage at least one auxiliary assignment (these may include, but are not limited to, Health and Safety Inspections, Health Services Support, Fire Drills, Weekly Check-In, and Conduct) throughout the summer.

- Manage the assembly of welcome packets, consisting of room keys, directions to residence halls, access key cards, emergency cards, class schedules, and campus maps with support from seasonal staff.
- Support all Sunday Pre-College check-ins.
- Coordinate logistics and provide assistance with the Pre-College check out processes.
- Be available to assist in case of an emergency with little to no prior notice.
- Respond to inquiries quickly, thoroughly, and productively to ensure participants and their support systems continue to have confidence and comfort in the program’s ability to support them toward successful completion. Refer escalated inquiries to the appropriate supervisor in a timely manner, as needed.
- Work collaboratively with various University departments such as Media Services, Brown Card Office, Facilities Management, Conference Services, Dining Services, and the Department of Public Safety.
- Attend all required staff meetings (typically 2-3 per week) and weekly one-on-one meetings with supervisor.
- Complete administrative paperwork in a timely and efficient manner, and in accordance with all relevant procedures and deadlines.
- Be accessible via Brown issued phone and email to address issues in a timely manner.
- Participate in a debrief meeting at the conclusion of your employment, once students have departed, with either the Program Director or your immediate supervisor.
- On weeks when Pre-College students are not in residence, staff will be required to work completing various tasks for the Program.
- Complete other duties as assigned, as the summer is a fast-paced and dynamic work environment.
- Work evenings and weekends regularly, schedule typically provided in advance.

This description reflects assignment of essential functions; it does not prescribe nor restrict the specific tasks that may be assigned.

REQUIREMENTS:

- Employment dates are June 5 – July 29, 2025 with online/remote onboarding taking place on June 5th and in-person employment beginning on June 6, 2025.
- Be enrolled in a graduate program or have completed a graduate degree within the last six months, or have an equivalent combination of education and experience.
- Have no other obligations for the duration of the employment dates including, but not limited to employment, internship, or academic course (unless directly connected to this position and you have received prior approval from the Assistant Director of Staff Development, Pre-College Student Life).
- Reside on campus for contract dates.
- Evening and weekend work expected. A typical week will be 40 hours of work, however, the number of hours per week will fluctuate based on campus and residential community needs.
- Abide by all staff policies throughout your contract dates.
- Maintain confidentiality regarding all participant information.
- Demonstrate cultural competence and inclusiveness; sensitivity to and understanding of diverse perspectives that participants and staff bring to their work, including those of academic, socioeconomic, culture, race and ethnicity, gender, sexuality, and intersectional identities.
- All offers of employment are contingent upon successful completion of background check and education requirements.

PHYSICAL DEMANDS & WORKING CONDITIONS:

General Physical Demands	Lift/Carry/Push/Pull	Use of Chemicals
<input checked="" type="checkbox"/> Requires ability to read	<input type="checkbox"/> Typically less than 10 pounds	<input type="checkbox"/> Limited exposure to chemicals
<input type="checkbox"/> Must remain in stationary position for long periods of time at a desk or computer	<input type="checkbox"/> Typically 10 to 20 pounds	<input type="checkbox"/> Careful use of chemicals

<input checked="" type="checkbox"/> Requires moving around campus	<input checked="" type="checkbox"/> Typically 20 to 50 pounds	<input type="checkbox"/> Use of highly toxic chemicals
<input checked="" type="checkbox"/> Requires occasionally standing, sitting, walking; using hands to finger, handle, or feel objects, tools or controls; reaching with hands and arms; climbing stairs; hearing; talking	<input type="checkbox"/> Typically more than 50 pounds	
<input checked="" type="checkbox"/> Requires frequently moving inside the office to access the printer, files, and other materials/equipment		
<input type="checkbox"/> Some travel may be required		

- Work in a non-air conditioned space for up to 8 weeks.
- Due to the on-call requirements, the person in this position must be able to exercise good judgment with minimal sleep.
- Move about inside the office and throughout all residence halls – encompassing ~2.1 million square feet.
- Occasionally work in a variety of outdoor weather conditions.
- Due to safety concerns with minors, graduate staff are not permitted to have guests visit and/or stay in their residential spaces. Employees will need to seek alternative off campus options to host guests.

COMPENSATION & BENEFITS:

- Taxable stipend, paid bi-weekly and will be prorated in the instance of early departure. Compensation differs based on on-call requirements.
 - **Area Coordinator:** \$9,240.00 stipend
 - **Housing Operations Coordinator:** \$9,240 stipend
 - **Programming Coordinator:** \$8,480 stipend
- As Graduate Staff are expected to live and eat on campus, housing (single room) and meals are provided and not included in compensation.
- Permitted four vacation days with prior approval by supervisor. Please note that these vacation days are to be used during the contracted dates and are not able to be exchanged for additional compensation at the conclusion of the contract.
- Membership to the Brown University Nelson Fitness Center for the duration of your employment.
- A smart phone and laptop to use for work-related purposes.
- Free on-campus parking and free ridership on [RIPTA](#) (Rhode Island Public Transit Authority).

TERMS

The Residential Graduate positions with Brown University are at-will positions, which means that either the University or the Graduate Staff may discontinue employment at any time and for any reason, prior to the conclusion of the Program. Termination of employment includes loss of sponsored housing and meal plan. In the event of termination, the Graduate Staff will receive a prorated share of the agreed upon stipend amount offered in exchange for the services provided.

Please visit [our staff website](#) to access the descriptions, requirements, compensation and benefits information for the various seasonal staff positions and to apply.

Website Address: <https://brownprecollege.my.site.com/seasonalstaff/s/>



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PROGRAMMING COORDINATOR - Position Specific Details (MULTIPLE POSITIONS)

POSITION DESCRIPTION:

Programming Coordinators have a critical role in providing enriching and educational experiences for pre-college students outside of the classroom. Programming Coordinators will supervise seasonal staff and be charged with the implementation, oversight, management, and execution of over 900 events and activities, including but not limited to, student organizations and clubs, workshops, panels, off-campus excursions, and all-campus events. The position offers an opportunity to gain practical experience in fostering welcoming and inclusive communities through programmatic development and event planning for summer pre-college programs.

ADDITIONAL POSITION SPECIFIC RESPONSIBILITIES:

Support Pre-College student development and engagement.

- Support the execution of the campus-wide activities calendar by:
 - Assigning, scheduling, and coordinating seasonal staff programming events and off-campus excursions based on position, staff interests, and availability
 - Collaborating with and confirming logistics for seasonal staff, outside vendors, facilities management, and catering/dining services
 - Overseeing crisis management and response during excursions and campus-wide events.
 - Managing rosters for student registrants
- Manage all campus programmatic events, including the facilitation for some programs.
- Develop, implement, and facilitate one weekly program.

Support seasonal staff development and retention.

- Supervise Supply Room staff in monitoring inventory levels, maintaining a clean and organized space, and communicating with seasonal and graduate staff members.
- Oversee seasonal staff all-campus programming.
- Provide feedback for observed seasonal staff programming.
- Hold weekly office hours to support staff programming efforts in terms of curriculum development & improvement, facilitation coaching, and other presentation skills.

Support Pre-College Operations.

- Provide assistance with all pre-college check-ins, including staffing of the “Activities and Events” table and the evening welcome events.
- Serve in an on-call rotation for programs and activities with daily shifts from 9 AM - 11 PM.
- Enter and update events and activities in Salesforce.
- Implement Qualtrics feedback survey for all events; no prior experience with Qualtrics is required.
- Implement and manage the weekly programming observation tool.
- Develop a final summative report for all programs under your purview.
- Contribute to a shared drive with all materials and resources, including, but not limited, to outlines, PowerPoints, agendas, etc.

This description reflects assignment of essential functions; it does not prescribe nor restrict the specific tasks that may be assigned.

COMPENSATION & BENEFITS:

- \$8,480.00 taxable stipend, paid bi-weekly and will be prorated in the instance of early departure.
- As Graduate Staff are expected to live and eat on campus, housing (single room) and meals are provided and not included in compensation.
- Permitted four vacation days with prior approval by supervisor. Please note that these vacation days are to be used during the contracted dates and are not able to be exchanged for additional compensation at the conclusion of the contract.
- Membership to the Brown University Nelson Fitness Center for the duration of your employment.
- A smart phone and laptop to use for work-related purposes.
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