Information for 2017 Proctor Applicants

Each year the Harvard Summer School hires approximately 150 proctors to supervise Summer School residences. Proctors may apply for either the Secondary School Program, most of whose students live in the Yard, or the General Program, whose college-age and older students live in the Houses.

Job Description

Under the direction of the dean of students, the director of the Secondary School Program, and the Summer School assistant deans, proctors work with Summer School students and provide the supervision, information, advising, discipline, and social activities needed to create a safe, hospitable environment that is conducive to an academically productive summer experience. Upon acceptance of this position, proctors are expected to (1) attend a pre-summer orientation meeting, (2) arrive on campus by noon, Tuesday, June 13, and remain in residence until 2 pm, Saturday, August 5.

Proctors:

• have primary responsibility for student safety, security, and well-being
• live on campus throughout Proctor Orientation, Opening Weekend, and the entire Summer School term
• set the tone of their entryway
• serve as sources of information about Summer School policies, procedures, and calendar
• abide by and enforce Summer School rules by maintaining discipline and reporting violations
• post and hold regular office hours; hold weekly study breaks
• attend weekly Monday night meetings called by their Assistant Dean every Monday night during the session
• support Summer School activities including chaperoning the trips and supervising the events and programs of the Summer School Activities Office.
• help plan, implement, and supervise dorm-wide, and Summer School-wide events

Proctors must be in residence from noon on Tuesday, June 13 through 2 pm on Saturday, August 5, including all nights and weekends. Proctors may not schedule return flights home that require them to leave campus before 2 pm on the final day of the session, Saturday, August 5. Participation is mandatory for an orientation meeting in April (two hours) and orientation activities that take place Tuesday evening, June 13, through Friday evening, June 16. Proctors may not work more than 20 hours a week at another job, nor are they allowed to enroll in more than one four-credit, seven-week course (enrolling in an eight-credit course—e.g., Organic Chemistry—or a three-week, short session course is not an option for proctors).

Qualifications

We invite applications from all currently enrolled Harvard College undergraduates; recent Harvard College graduates; and Harvard graduate students. We also invite FDO proctors and House tutors to apply. We seek candidates with a demonstrated interest in working with students. All applicants should have experience working with an ethnically and culturally diverse population, and applicants for the Secondary School Program should also show some experience or interest in working with high school students. Applicants must possess the physical capacity and social communication skills sufficient to supervise and address the health and safety needs of students entrusted to their care. Note: All proctors are required to provide immunization records and complete Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) background checks in order to complete the hiring process. Proctors must also complete Title IX and several other training modules.

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Compensation package for the proctor position:

- Harvard College undergraduates serving as SSP and General Program proctors receive:
  - Room and board for the full summer term
  - Tuition for a four-credit, seven-week Harvard Summer School course
  - Equivalent value: $8,600
- FDO Proctors and Resident Tutors serving as SSP and General Program proctors receive an alternate compensation package depending on circumstances. Please inquire.

Application Procedure

Please apply early.

- Applications must be completed online through the Harvard Summer School website, www.summer.harvard.edu, before midnight on Wednesday, January 25.
- Interviews with selected candidates will begin in late January and continue on a rolling basis through early March.
- Students who will be off campus spring semester should apply early and contact Kim Calnan, Proctor Program Coordinator, by e-mail, summerproctors@summer.harvard.edu, or by calling (617) 998-8543 to request an early interview.
- Applicants must provide a working cellphone number. Selected applicants will be called or sent an e-mail to schedule an interview.
- Decisions on all applications will be e-mailed out the week of February 27.
- Questions regarding the application process or any aspect of proctoring should be directed to Kim Calnan, Proctor Program Coordinator, by e-mail, summerproctors@summer.harvard.edu, or by calling (617) 998-8543.

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Additional Employment Opportunities for Summer School Proctors

**Academic Tutor.** The position of academic tutor is a half-time job (20 hours per week) open to Harvard Summer School proctors. Salary is $14 per hour over the seven-week summer session. Tutors support the Summer School in its mission to provide students with a first-rate academic experience by:

- offering subject-specific tutoring
- helping students identify, locate, and navigate Summer School resources
- supporting students as they build academic confidence, self-esteem, and a strong work ethic
- offering time management, study skills, and wellness advice

Tutors are assigned students according to academic subject. They hold regular office hours and weekly review sessions, schedule appointments with individual students, and organize study groups. An orientation for tutors is held during proctor orientation, and tutors meet as a group periodically through the summer. Among the criteria taken into account by the hiring committee are the applicant’s job experience, previous job performance, and academic concentration and coursework.

**The Writing Center** hires proctors as writing tutors. Hours are flexible, and tutors are paid $14 per hour. If you are interested in a tutor position you should submit a writing sample and a letter describing your interest in the position to the Director of the Writing Center, Jane Rosenzweig (jrosenzw@fas.harvard.edu) by April 21.