Harvard Pre-College Program Proctor

The Harvard Pre-College Program is a rigorous and enriching holistic summer experience targeting talented high school students. The Program offers three, non-credit, two-week sessions where students take courses with Harvard affiliated faculty. In addition to college-level course work, students partake in the Pre-College Passport, a program designed to ensure students have a well-rounded experience by participating in two activities in each of the following categories: academic exploration, college readiness, residential activities, and trips and recreation.

The Harvard Pre-College Program proctor position offers undergraduate students an opportunity to gain practical experience in mentoring, crisis management, and planning and facilitating residential activities to engage talented students. In addition to the proctor role, professional development seminars will be provided to further discuss various functional areas in the field of higher education. Past topics have included Title IV, diversity and social justice, and residence life. Additionally, interns are highly encouraged to visit graduate schools or speak to student affairs professionals located in the Boston area.

For seven weeks, proctors will report to a designated resident director for support and guidance during your summer experience. Proctors are required to attend all-staff, sub-staff, and one-on-one meetings. This position requires staff to be flexible, independent, and communicative.

RESPONSIBILITIES

• Serve as a mentor, community builder, and resource for program participants
• Attend and actively participate in a Pre-College Program staff training
• Assist with check-in and orientation which takes place on three weekends
• Chaperone Passport and academic events on campus and trips to popular off-campus destinations
• Assist faculty with chaperoning class field-trips
• Plan and facilitate co-curricular activities designed to promote community and sense of belonging
• Encourage students to attend Pre-College Passport
• Complete all administrative tasks which include incident reports, interaction reports, and duty logs
• Accompany program participants to Harvard University Health Services and/or hospital
• Serve as a mentor and resource about summer program policies, procedures, and events
• Abide by and enforce summer program policies and report unsafe and inappropriate behavior
• Know and assist students by maintaining visibility and availability to program participants
• Participate in a 24 hour on-call rotation for emergencies
• Attend all-staff, sub-staff, and one-on-one meetings
• Assist students in the learning process by hosting tutoring session in subject matter and clarifying concepts.
• Assisting with administrative housing duties and other duties as assigned
**REQUIREMENTS**

- Must be a rising sophomore, junior, senior, or recent undergraduate graduate
- Work evenings and weekends beyond normal hours for planned events and emergencies
- Previous experience working with Pre-College programs preferred
- Experience as a residential staff member or camp counselor preferred
- Demonstrate ability to work with a diverse student body and staff
- Excellent communication and leadership skills
- Self-starter and able to work independently
- Energy and enthusiasm
- Excellent organization and attention to detail
- Ability to manage crises
- Flexible and willing to perform other tasks as assigned
- Finalists receive a conditional offer of employment pending the outcome of criminal (CORI) and sex offender (SORI) background checks

Harvard Pre-College Program proctors must remain in residence when students are in residence from 12pm Sunday, June 28th through 7am on Saturday, August 8th, including all nights and weekends. A residential curfew of 11pm does exist for all Harvard Pre-College Program participants. Proctors are expected to observe curfew and stay in their assigned House from 11pm to 6am.

**INTERNSHIP DATE**

Wednesday, June 17th to Saturday, August 8th is the duration of the internship, non-negotiable.

**COMPENSATION**

Harvard Pre-College Program proctors receive:

- Room, board, and access to campus athletic facilities for the full summer term
- Payment of $3,000

**APPLICATION PROCEDURE**

Please apply early and visit [https://opportunities.summer.harvard.edu](https://opportunities.summer.harvard.edu).

- Interviews with selected candidates will begin in mid-January and continue on a rolling basis through early March.
- Students who will be off campus spring semester should notify Beserat Kelati, Assistant Director of the Harvard Pre-College Program prior to their departure by email: precollegestaff@fas.harvard.edu.
- Applications must be completed online before midnight on **March 2, 2020**.

Questions? Email Beserat Kelati, Assistant Director of Harvard Pre-College Program, at precollegestaff@fas.harvard.edu.