

SHAD UPEI 2018 – Program Assistant Description

Must be available from Tuesday, June 26 – Saturday, July 28, 2018

Program runs Sunday, July 1 – Friday, July 27, 2018

What is a Program Assistant?

Being a Program Assistant is one of the most demanding but rewarding opportunities at SHAD. Program Assistants live on campus and are responsible for the education, mentorship, and safety of many young people. Program Assistants are also responsible for leading academic workshops, guiding discussions, supporting recreational activities, and mentoring participants. The most important role of a Program Assistant is to support the development of a safe and inclusive community.

What is SHAD?

SHAD is a registered Canadian charity that empowers exceptional high school students – at a pivotal point in their education – to recognize their own capabilities and envision their extraordinary potential as tomorrow's leaders and change makers. Each year, SHAD provides the opportunity for 900 students from across Canada and internationally to attend a month-long summer program, in-residence at one of 16 [Canadian host universities](#), focused on STEAM (science, technology, engineering, arts & math). The participants are secondary school students (grades 10 – 12) who are exceptionally well rounded in the areas of academic performance, creativity, community contributions and leadership.

Put simply, SHAD exists to empower exceptional youth to make the world a better place. Will you join us in achieving our mission?

What makes a great Program Assistant?

Programs such as SHAD thrive on diversity. As such, we are seeking team members with diverse backgrounds and experience to build a strong team that will thrive in a challenging program environment. Although the program is focused on science, technology, business and mathematics, compelling candidates from the humanities and arts are encouraged to apply. Ideal candidates are mature, responsible and are likely senior students (3rd or 4th year) in their undergraduate program or in graduate studies. Recent graduates with industry experience are also of interest.

Candidates have proven experience in leadership and community involvement. They are passionate about interacting with and supporting young men and women. Familiarity with the programs and facilities of UPEI will be considered a strong asset.

Successful applicants will have the following characteristics:

- Demonstrated leadership qualities
- Excellent interpersonal and communication skills
- Can positively influence a group of top senior high school students
- Mature, responsible and able to exercise good judgement

- Experience organizing and leading large groups
- Enjoys a challenge and has incredible drive
- Creativity!

What are the expectations for a Program Assistant?

- Program Assistants are required to participate fully in program activities and live in residence on the UPEI Campus for the duration of the program. Room and board is provided.
- Program Assistants will be expected to attend team member training during the week prior to student arrivals.
- Program Assistants will need to prepare two hands-on workshops, on a topic of their interest prior to their arrival on campus on for team members training in June. All workshop details must be approved by the Program Directors.
- A final report will be required from all team members after the program ends that highlight areas of strength, need and next steps for the program.
- Successful candidates will need to have a current Standard First Aid and CPR certificate by the beginning of team member training.
- Successful candidates will be required to submit a completed Police Vulnerable Sector Check.

How do I apply?

In order to apply to be a Program Assistant with SHAD UPEI, please email the following to shad@upei.ca:

1. Completed [Team Member Application Form](#) (contact shad@upei.ca if you have trouble downloading this)
2. Resume
3. Optional: Cover letter (1-page)

The team member application form includes a list of references. Please include a list of two or more professionals who we can contact to learn more about your work habits and capabilities. It is best to use people who have seen you in a professional environment (i.e. work or school) similar to the SHAD environment.

Please follow the instructions at the bottom of the team member application form.

Program Assistant applicants are encouraged to refer to upei.ca/shad or www.shad.ca for more information about the program. To be considered in the first round of applicants, please submit your application before Sunday, February 11, 2018, 23:59 Atlantic Time.