

## **Residential Coordinator, Summer Program in Public Policy & International Affairs (PPIA)**

**Position:** Residential Coordinator, Junior Summer Institute (JSI)

**Department:** Evans School of Public Policy & Governance

**Manager:** Amen Tsegai, Program Manager

**Compensation:** 100% room & board and a stipend of \$3000

**Location:** Seattle Campus (Parrington Hall, Willow Hall)

**Start Date:** June 15, 2023\*

**Duration:** June-August 2023

### **Position Description:**

The Daniel J. Evans School of Public Policy & Governance seeks qualified applicants for the position of Residential Coordinator, [Junior Summer Institute](#) (JSI) program in [Public Policy International Affairs](#) (PPIA). The ideal candidate will possess prior experience in managing residence hall activities and have highly developed organizational, administrative and communication skills. In addition, the candidate will have experience working in diverse settings and have a desire to work with highly motivated, bright college students as they explore public policy, public service, or international affairs as a potential career option. The coordinator must work effectively with students, staff, and faculty to promote a positive experience for all who are involved. This position requires the candidate to live in residential housing with the students for the duration of the 7-weeks program, June 15 - August 15\*, 2023. Compensation for this position includes 100% room and board from June 15 - August \*15, 2023, and a stipend of \$3000, paid in two installments. (\*RA moves into dorm on 6/20 & program may end before 8/15)

### **The Program:**

Junior Summer Institute (JSI) program in PPIA is an intensive seven-week summer program that focuses on preparing students for graduate program in public policy and international affairs. Courses focus on improving students' policy analysis & evaluation, leadership & community engagement, and quantitative reasoning skills, which are vital to their success in graduate programs. Current Evans school PhD students serve as lead instructors teaching Economics, quantitative methods, policy analysis & program evaluation, and leadership & community engagement

courses. JSI scholars attend lecture sessions, participate in seminar discussions and skills workshop and mentoring program.

### **Job Responsibility:**

**The residential hall responsibilities of resident coordinator include, but are not limited to:**

- Reside in the residence hall with the JSI scholars for the duration of the summer program.
- Help scholars navigate transportation from SeaTac airport to campus.
- Develop and maintain on-going relationships with JSI scholars.
- Be visible and available to the community of scholars in the residence hall and monitor all JSI activities within residence hall.
- Communicate with and support all members of the community – JSI scholars, Evans program staff, faculty, Instructors, guest speakers, mentors– to foster a sense of community, ownership, and respect.
- Help scholars adjust to residence hall living at the University of Washington
- Assess and address individual and group concerns among residents and staff.
- Respond to crisis in residence including medical emergencies.
- Take initiative to solve problems that may arise within the community,
- Actively build and encourage relationships between persons of different identities and backgrounds,
- In partnership with Evans program leadership and staff plan and schedule administrative procedures relative to program participants including field trips, weekend, and evening ‘fun’ activities for JSI scholars
- Collaborate with Evans program leadership and staff to establish procedures for monitoring and enforcing residence rules.
- Produce and disseminate information to program staff and JSI scholars relative to residence rules and regulations.
- Maintain residence conditions conducive to academic and personal development for all participants.
- Work closely with Food & Housing staff team as deemed necessary.
- Monitor all JSI activities within residence hall.
- Report all JSI activities within the residence hall.
- Report information on residence hall activities to program manager.

- Prepare final report on residential component of program.
- Ensure all room keys are returned to a conference desk at checkout.
- Meet daily/as needed with JSI program leadership team.

### **Nature of Organization**

The Daniel J. Evans School of Public Policy & Governance is a preeminent school of public policy and management, serving over 500 students in three graduate degree programs and new Undergraduate Programs: Master of Public Administration, Executive Master of Public Administration, and Ph.D. in Public Policy & Management. The school has earned a distinguished reputation for producing insightful policy analyses and fostering constructive community debate about major policy issues. The Evans School prepares leaders for professions in the public and private sectors and nonprofit organizations.

The Undergraduate program team within the Teaching and Learning Innovation Team (TALI) at the Evans school strives to provide students with the support they need to be successful throughout their time at the Evans School and beyond. The TALI team encompasses Undergraduate Programming, Professional Learning, & International Program in Public Health Leadership (IPPHL). Students enrolled in these programs will be taking courses throughout summer.

### **Equity and Inclusion Statement**

The Evans School believes that our community should reflect the diverse backgrounds, opinions, experiences, and perspectives evident in the world in which we live. We strive for substantive inclusion and equity and continually work to increase our awareness and understanding of ourselves and the communities we serve.

### **Supervision:**

This position will report to Amen Tsegai, Program Manager for Undergraduate programs.

**Employment Dates:** June - August 2023 (selected candidate to move into the dorm June 20, 2023)

### **Application Instructions:**

- Interested students should submit a tailored resume and cover letter to Amen Tsegai ([amen2@uw.edu](mailto:amen2@uw.edu)) with the subject line “Residential

Coordinator Application”. Cover letter should address why you are interested in the position, as well as your demonstrated commitment to student development.

- Interviews will begin the week of April 25, 2023.