

Georgetown University
Meyers Institute for College Preparation (MICP)
Center for Multicultural Equity and Access (CMEA)

MICP Program Assistant Position – Fall 2009

MICP is seeking upper-class work-study students, for it's Prospect St. office, with strong program coordination skills to assist in coordinating MICP Saturday Academy, orientations, meetings, workshops and activities for the MICP pre-college program. The Program Assistants will provide overall support to the program, including general office management responsibilities, creating and editing program/correspondence materials, preparing for the Saturday Academy, occasionally monitoring students on buses on Saturdays to and from schools, chaperone program activities, and maintain a filing and record keeping system for program participants.

Pay Level: \$8.00-10.00/hr (based on experience)

Qualifications:

- Advanced computer skills and proficiency in MS Office suite required
- Ability to work professionally in a fast paced environment
- High level of organization with exceptional attention to detail
- Capacity to maintain effective relationships with middle and high school students
- Exhibit mature behavior and positive attitude: model a professional demeanor
- Flexibility and ability to adapt to shifting duties while maintaining focus
- Excellent verbal and written communication skills

Please send resume and cover letter to micp@georgetown.edu or apply through the Student Employment web site at <https://seo.georgetown.edu>.

For more information about MICP, please visit <http://micp.georgetown.edu> or send an email to micp@georgetown.edu.