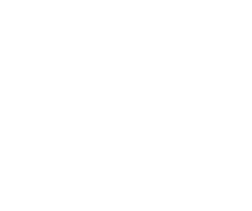
**2017** **GEAR UP Summer Leadership Academy (GUSLA)**



**ARIZONA GEAR UP**

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**Administrative Assistant Role & Responsibilities**

The Administrative Assistant (AA) works under the supervision of the GUSLA Director performing a variety of tasks to promote the mission of GUSLA. The AA is responsible for the everyday operations of the GUSLA Office, including managing the phones and responding to requests of other GUSLA staff as they arise. The AA works closely with the Logistics Coordinator (LC) to support the Director, *Seeds\** Facilitators, Team Leaders, Site Support Specialists and the Health Coordinator (HC), making sure they have all the supplies, including but not limited to copied materials, for student activities. The AA also sets up the materials and rooms for daily student elective recreational activities and helps set up for the kick-off event, dance and closing ceremony. The AA may administer over-the-counter and prescription medicine when the Health Coordinator (HC) is not available and may be called on to chaperone / supervise students when they are in the GUSLA Office. The AA, like all GUSLA staff, serves as a role model for the students and help to ensure the safety and well-being of the students at all times. The AA resides in the residence hall with GUSLA students, and other staff, but will only be called on after 5 pm in an emergency.

\**Seeds Training* is the contracted organization for programming for June 12-15, 2016 ([www.seedstraining.com](http://www.seedstraining.com)).

# Program Dates

June 10 – 12, 2015 (Camp Setup & Orientation)

June 12 – 17, 2015 (Student Days)

# Work Schedule

* Friday, June 10, 2016 – 3 p.m. to 5 p.m.
  + *Office Orientation and Setup*
  + *Settle in the dorm*
* Saturday, June 11, 2016 – 8 to 11 a.m. & 12 noon to 5 p.m.
  + *Office Set Up (8-11 am)*
  + *Forward Office phone to cell phone from 11am to 1 pm while office is closed*
  + *Attend GUSLA Staff Orientation (12 noon- 1pm)*
  + *Work with the HC to organize supplies (1:00pm- 5:00pm)*
* Sunday, June 12, 2016 – 7:30 to 11:30 a.m. & 12:30 to 5 p.m.
* *Participate in Daily Admin Meeting (7:30)*
* *Prep for student arrival*  (8:00am- 11:30am)
* *Staff office/manage phones and requests during student arrival (12:30 – 5pm)*
* *Forward phones to the director in the evening / lock up office (5 pm)*
* Monday – Wednesday, June 13 – 15, 2016 – 7:15 to 11 a.m. & 12 noon to 5 p.m.
  + *Open office (7:15am)*
  + *Participate in Daily Admin Staff Meeting (7:30am)*
  + Staff office/manage phones/prep for Electives *(8-11:00am)*
  + *Coordinate with LC to set up Elective Activities (12-12:30pm)*
  + *Staff office/manage phones / confirm presenters, Challenge Courses, and Community Service Projects for Thursday (June 11) (12:30 – 5 pm)*
  + *Forward phones to the director in the evening / lock up office (5 pm)*
* Thursday, June 16, 2016 – 7:15 to 11 a.m. & 12 noon to 5 p.m.
  + *Open office (7:15am)*
  + *Participate in Daily Admin Staff Meeting (7:30am)*
  + *Staff office/manage phones (8-11:00am & 12-2 pm)*
  + *Set up for Evening Dance (2-4 pm)*
  + *Coordinate with LC to supervise administration of surveys (4-5 pm)*
* Friday, June 17, 2016 – 7:15 a.m. to 12:30 p.m. & 1:30 to 5 p.m.
  + *Open office (7:15am)*
  + *Participate in Daily Admin Staff Meeting (7:30am)*
  + *Staff office/manage phones/prep for student departure (8-11 am)*
  + *Coordinate with LC to supervise administration of surveys (11 am - 12 noon)*
  + *Assist with student departure, as instructed (12 noon – 12:30 pm*
  + *Close Camp (1:30-5pm)*

# Specific Responsibilities

***Before GUSLA Program Dates:***

* + Review student applications, comparing to the information on the GUSLA Student excel spreadsheets provided by the GEAR UP Coordinators. Report any discrepancies and missing data to the Director (May 6-June 1, 2016)
  + Print student and staff materials (May, 2016)
  + Work with SSSs to prepare GUSLA on-line survey lists, by Group, with SAIS IDs (June 6-7)
  + Report to the Eastburn Building (Bldg #18), Room 174, on the NAU Flagstaff campus Friday, June 10 by 3:00pm
  + Move in to assigned dorm room (Friday June 10)
  + Attend first hour of staff orientation training for introductions and Health Coordinator Training (Saturday, June 11, noon-1 pm)
  + Prepare for arrival of students— confirming reserved spaces and equipment.
  + Work with the Logistics Coordinator (LC) and Director to set up the GUSLA Office
  + Work with the HC and LC to inventory and organize the Health Coordinator Office in the College of Education

***During Student Arrival – Sunday, June 12, 2-3:30 pm:***

* + Be available in the GUSLA Office answering phones, responding to requests, assisting as needed

***Daily:***

* + Open GUSLA Office at 7:15 am
  + Attend Admin Staff Meeting every day at 7:30 am
  + Be available in the GUSLA Office per work schedule above, coordinating with the Logistics Coordinator to ensure office coverage from 7:15 am to 5 pm – to answer phones, respond to requests, make copies, etc.
  + Set up afternoon recreational activities (which begin at 12:30 pm Monday-Wednesday)
  + Forward phone to the director every evening when you close the GUSLA Office
  + Assist in set up for Dance (Thursday only)
  + Work with Director and LC to prepare Closing Ceremony Student Certificates (Thursday only)

***As Needed:***

* + Handle student ailments and distribute over-the-counter medication and prescription medicine (following established medical protocols as reviewed in orientation) when neither the HC is not available
  + Advise director of any disciplinary, medical, emotional, or other problems a student may be having as soon as you are aware of the problem
  + Complete Concern/Incident/Medical Report Forms to document students’ illness, injury, misconduct, social and/or emotional issues

***Closing Day:***

* Forward office phone to cell phone during closing ceremony
* Participate in Closing Ceremony, per GUSLA Director’s instructions
  + Assist with student departure as requested

***After Students Depart:***

* + Assist with the packing of supplies to be stored at the site
  + Ensure that any equipment borrowed or rented for student activities is returned in good repair

**Additional Expectations**

* Adhere to the GUSLA Standards for Staff Conduct (attached)
* Develop positive relationships with students and provide a supportive environment
* Contribute positively to the Program’s living and learning community
* Ensure students’ physical and emotional safety