



Washington Scholars Program

ADVANCE TEAM POSITION DESCRIPTION

George Mason University and the Washington Scholars Program (Washington Journalism and Media Conference-WJMC and Washington Youth Summit on the Environment-WYSE) seek several dynamic and enthusiastic individuals to fill the positions of Advance Team Members for three separate week-long residential student leadership programs held June 17 – July 20, 2024.

About WJMC: Two week-long programs bring together 600 of the nation's brightest rising high school juniors and seniors for an intensive **experiential** Conference focused on **leadership** and **journalism**. Students and staff reside on the Fairfax campus of George Mason University while taking advantage of Washington, D.C. and venues such as the National Press Club and the U.S. Capitol. **Detailed information and a tentative schedule can be found at wjmc.gmu.edu.**

About WYSE: WYSE brings together 300 of the Nation's brightest rising high school juniors and seniors for an intensive **experiential** Summit focusing on **leadership, environmental science, and conservation**. Students and staff reside on the Fairfax campus of George Mason University, while taking advantage of Washington, D.C. and venues such as the Smithsonian's National Zoo and the U.S. Capitol. **Detailed information and a tentative schedule can be found at wyse.gmu.edu.**

Job Description: As a member of the Advance Team, you will be part of an 8-person team responsible for all program logistics including transportation, housing, dining, inventory, and event services.

Job Duties:

- Preparing and maintaining residence halls, facilitating meals, tracking staff and student dietary needs, maintaining program inventory, ensuring that all speaking events are set and ready for student arrival, and overseeing a safe and efficient transfer process from location to location
- Trouble-shooting any situations that might arise onsite with the students, speakers, faculty, vendors, and/or facilities

Job Requirements:

- Ability to carry out the responsibilities listed above and abide by the program **Code of Conduct**
- Interest in or knowledge of event planning and **logistics**
- Experience and/or interest in working with **high school students**
- Attention to detail and **flexibility** in assignments
- Ability to think on your feet and make informed decisions in **high-pressure situations**
- The ability to work **extended days and hours** at a high energy pace
- Must report to campus at **10 a.m. ET on June 17, 2024** and reside on campus at George Mason University for all program weeks with departure on **July 20, 2024**
- Travel to and from campus at the start and end of the program and pay for parking if using a personal vehicle**
- Pass a mandatory criminal background check
- Must provide own cell phone with texting plan
- **Driver's License, clean driving record, and willingness to drive a Virginia State vehicle**
- Working knowledge of the D.C. and Northern Virginia Area

Work Schedule:

- WYSE training and Summit prep: June 17-18, June 20-22
- WYSE: June 23-June 28*
- WJMC training and Conference prep: July 1-July 3, July 5-6
- WJMC Session 1: July 7-July 12*
- WJMC Session 2: July 14-July 19*

**All team members must remain on campus through Saturday following WYSE or WJMC Session 1 (Overnight schedule TBD at training), and the full team will remain on campus through Saturday following WJMC Session 2*

Housing: Room accommodation is provided from June 21 to June 28 and July 5 to July 20. Team members must reside on campus during these dates and are responsible for their own housing accommodations during prep weeks.

Travel: Travel to and from George Mason University is not provided. If you are parking on campus, you will receive more information closer to the summer about purchasing a parking permit.

Compensation: Advance Team Members will receive \$1250/week and room accommodation and most meals during program weeks and training days. We expect compensation to cover travel and minimal meal costs during the programs.

How to Apply: Send a resume and cover letter to the Director of Logistics by **April 1**.

Director of Logistics: Melissa Moore

Email: mmoore26@gmu.edu