

ST. PAUL'S ADVANCED STUDIES SUMMER PROGRAM - COLLEGE INTERN POSITION

WHERE DOES THE PROGRAM TAKE PLACE:

St. Paul's School campus in Concord, NH

WHEN DOES THE PROGRAM TAKE PLACE:

The program starts on June 24th, but interns need to arrive on June 19th for an orientation that will prepare them for a safe, fun and enriching summer! The program ends for interns on Tuesday, August 1st. Interns will be working for roughly six weeks.

REQUIREMENTS TO BE CONSIDERED FOR THE JOB:

Completion of sophomore year of college
College major(s) connected to the course of interest for interning (see below)
Interest in teaching and being involved in a residential community
Willingness to coordinate any of the afternoon activities (see below)
Pass a criminal background check
Proof of COVID-19 vaccinations

EXPECTATIONS & RESPONSIBILITIES DURING THE 5-WEEK PROGRAM:

An interest in educating and mentoring high school students
A desire to work closely with and be mentored by a master teacher
3-4 hours co-teaching a major course or a Writing Workshop Monday-Saturday
1-2 hours coaching or supervising students in an afternoon activity 4-5 days a week
Supervising and mentoring high schoolers on the dorm, during study hall, and at events on a rotating basis with other interns, dorm supervisors and administrators.
Assisting with the college advising programs

MAJOR COURSES THAT WILL BE OFFERED IN 2023:

After the Rally
Astronomy
Biomedical Ethics
Data Driven
Ecology
Engineering
Entrepreneurship For Social Change
Film Studies
Forbidden Fictions
From Art To Marketing
International Relations & Global Politics
Law and Governance
Marine Biology
Molecular Biology
Physics For Sustainability
Physiology for Athletic Performance
Society And Sustainability
Studio Arts
Possibly psychology and Arabic language and culture

AFTERNOON ACTIVITIES THAT YOU WILL BE ASKED TO HELP COACH OR SUPERVISE:

Badminton, basketball, baseball, crew, cross country, dance, debate, dj'ing, drama, fencing, field hockey, hiking, lacrosse, music, outdoor education, personal fitness, rock wall climbing, soccer, softball, squash, swimming, tennis, track, ultimate frisbee, volleyball, weight training, yoga...or something that you want offer that enough students are interested in.

OPENING DAYS

Interns should plan to arrive at St. Paul's at Noon on Monday, June 19. Please report directly to the ASP office in the Schoolhouse upon your arrival on the 19th. The ASP Office is located in the basement, Room 12. We will have lunch and begin orientation that afternoon. This orientation period is designed to assist interns in understanding their duties and responsibilities in the classroom, the dormitory, and in the recreation program. **Orientation is required for interns; if for any reason you cannot arrive on June 19, please let us know.**

COVID-19 PROTOCOLS

In the ever-shifting landscape of Covid-19 protocols, I've been asked to ask you all to plan to arrive at SPS with proof of a negative covid test, fewer than 7 days old. And, yes, this does apply to those who are fully vaccinated - please bring your vaccination cards too. Thank you in advance!

FREE TIME

During the residential ASP, June 25 -July 30 :

With the exception of the first and last weekends that students are on the grounds (July 8-9 and July 22-23), all interns are “free” on Saturdays from after lunch until dinner, and Sundays all day until 7 pm. You will also have periodic evenings off in rotation.

In addition to being on duty in the dormitory on certain evenings during the week, you will also have responsibilities in the dining room, at Saturday night activities, and on special days such as Move-In Day and College Day. We will make every effort to schedule your responsibilities in advance so that you can plan ahead.

All absences from the Program, except for routine errands and activities during free time, must be cleared with the Director in advance. **Please note that while the students are in residence, you are expected to sleep in the dorm nightly unless the Director clears an absence in advance.**

FOOD

The dining hall will be open for the ASP community. There is a chance that the dining hall will not be open for the first 1-2 days when interns arrive at St. Pauls and they will be provided with a food allowance toward the cost of meals if that is the case. You will have access to a kitchen with basic dishes, utensils, pots, pans, etc. but should feel free to bring any favorite cooking items.

VISITORS

The ASP is an intensive program, even more so in the abbreviated residential program that we are offering in 2021. As such, there is little time to entertain. **Please note that the School cannot provide overnight accommodations for friends or relatives.** While it is our hope that fully vaccinated individuals will be able to visit during free time, this has not yet been confirmed, and our protocols will be established in reaction to the state of the pandemic at the time the ASP begins.

LIVING QUARTERS

You will be living in a student room in a dorm (in a single) and in some cases may be sharing a bathroom with students. Student rooms contain a bed, bureau, desk, and desk chair. You may want to bring a small lamp and a mattress pad. While we try to curtail the amount of gear students can bring, you are welcome to bring whatever you like — **at your own risk and responsibility.** SPS insurance does not cover personal items in dormitories. Unless installed by the school, air conditioners are not permitted, but an electric fan is a good idea.

TOBACCO AND ALCOHOL

St. Paul's School is a tobacco-free environment. Smoking or the use of any tobacco products, including those that mimic those products (e.g. water vapor, juuls, or electronic cigarettes) is not permitted. The policy has been implemented to provide a healthy, comfortable, and productive work environment for our employees and, more importantly, to provide a model for our students.

In accordance with New Hampshire Drug-Free School Zones law (RSA Ch.193-B), and mindful of our primary responsibility to provide a safe learning environment for our students, St. Paul's School has adopted a policy prohibiting the following conduct: possessing, using, consuming, purchasing, distributing, manufacturing, dispensing or selling alcohol or controlled substances, or being under the influence of such substances during work hours, while on School business, while on duty, or while on paid call.

ASP interns are in a unique situation, living and working particularly closely with students. For this reason, even those interns who are of-age are not permitted to drink or use tobacco products while the ASP is in session. Violation of these guidelines may subject them to termination of their employment at St. Paul's. The Director reserves the right to terminate any employee for inappropriate conduct, at her sole discretion.

LAUNDRY AND CLOTHING

The Program provides interns and faculty linens, free of charge. Upon your arrival you will be given sheets, a pillowcase, and towels. You may want to bring your own fitted bottom sheet (long twin size), as no fitted sheets are provided. A mattress pad is also a good idea. There are washers and dryers in each dormitory for personal laundry. Please bring your own supply of detergent.

In the classroom and for most meals, informal dress is appropriate, but all clothing should be neat, clean, and in good repair. Shorts, skirts, slacks, jeans, tennis shirts, sport shirts, and sandals are standard attire. Please do not wear athletic gear during the class day. Clothing with inappropriate messages or slogans should not be worn. For Graduation, you should have more formal attire (i.e., jacket and tie, dress, etc.). Footwear must be worn at all times.

BICYCLES AND CARS

The School is two miles from the downtown shopping area. A car is convenient but not necessary. Taxis are readily available. A bicycle is handy for use on the grounds and for town trips, but there is limited indoor storage space. **If you bring a bicycle, be sure to bring a lock and a helmet.** Helmets are mandatory.

INSURANCE

You are responsible for your own health and accident insurance. The School carries Worker's Compensation Insurance for work-related accidents or illnesses. First aid care for interns may be supplied by the nurse at the Student Health Center for minor ailments and injuries such as cuts, bruises, etc.

SPS insurance does not cover personal items in the dormitory.

SCHOOL SUPPLIES

It will be helpful to bring your own computer for both class work and personal use, but in the event that you do not have a computer, there are also many computers available at the School for intern and faculty use. Any textbooks needed for your class will be available to you when you arrive.

SALARY

Your salary will be disbursed in four equal increments, the last of which will be distributed to interns after all checkout requirements have been completed.

RECREATION

All interns assist in the various recreational activities, which provide recreation and a change of pace for the intensive academic activities, as well as an opportunity for the students to participate in activities that may be new to them. Please feel free to bring tennis and squash rackets, baseball gloves, lacrosse and field hockey sticks, and other sports equipment you may wish to use. Most athletic facilities are available during free time. Recreation coverage assignments for interns will be announced during intern orientation.

COMMUNICATIONS

Snail Mail

Your mail should be addressed as follows:

Your Name
St. Paul's School (ASP)
325 Pleasant Street
Concord, NH 03301-2591

Mail should be picked up weekdays in Room 12 of the Schoolhouse, where each dorm has its own mailbox.

Packages should be addressed to:

56 Dunbarton Road
St. Paul's School (ASP)
Concord, NH 03301-2591

E-Mail

Every student, intern, and faculty member will be provided a St. Paul's School e-mail account for use throughout the session. You are welcome to forward e-mail from external e-mail accounts to your summer address. All program participants are required to sign an Appropriate Use Form.

Telephone/Cell Phone Policy

In the interest of students being present and engaged with their peers, other community members, and their natural surroundings at all times, the Advanced Studies Program has a strictly enforced cell phone policy. Students are allowed to bring cell phones (or any other wireless connecting devices) to the ASP; however, please note that a student's cell phone should be kept in their dormitory room and can only be used while in or immediately outside the owner's respective dormitory. Exceptions to this rule will only be made for the most extenuating of circumstances and must be approved by the director. The cell phone policy for adults will be explained upon arrival. To contact the ASP office directly, dial (603) 229-4777. If you have questions about the phone system, call the St. Paul's School switchboard at (603) 229-4600. If calling from a St. Paul's School phone, you need only dial the last four digits.

Advanced Studies Program Office (to reach the ASP Secretary and Director's office):

(603) 229-4777 (Joyce)
(603) 229-4715 (Alisa)
(603) 229-4778 (Donald)

E-mail: *asp@sps.edu*

St. Paul's School Switchboard Operator: (603) 229-4600

St. Paul's School Security (in case of emergency, **any hour**): **(603) 229-4646**