



Washington Scholars Program

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 conferences held June 23-July 20, 2019. WJMC and WYSE bring together 900 of the nations' brightest rising high school juniors and seniors for an experiential and intensive conference focusing on leadership and the changing scene of journalism and media in the 21st century, as well as environmental science and conservation. The students will reside on the Fairfax campus of George Mason University, while taking advantage of Washington, D.C. and venues such as the National Press Club, the Newseum, the U.S. Capitol, and the National Zoo. Detailed program information and a tentative schedule can be found at wsp.gmu.edu.

Advance Team Member Job Description:

As a member of the advance team you will be part of a 6-person team that is responsible for arriving at locations in advance of the students and assuring that all arrangements have been properly delivered. You will be responsible for greeting speakers and other dignitaries and ensuring their comfort during their participation in the conference. Additionally, you are responsible for trouble-shooting any situations that might arise onsite with the students, speakers, faculty, vendors, or facilities. Being able to think on your feet and make wise and informed decisions is critical to the success of this position. A team attitude and friendly disposition will make you successful in this position.

- Ability to carry out the responsibilities listed above
- Interest in or knowledge of meeting and event planning
- Experience and/or interest in working with high school students
- Attention to detail
- Ability to make good decisions in high-pressure situations
- A high energy level and flexibility in assignments
- The ability to work extended days and hours
- Ability to reside on campus at George Mason University for the entire conference period (June 23-June 29, July 7-13, and July 14-20)
- Ability to work a standard work week June 17-21 and July 1-July 5 (July 4 will be an observed holiday)
- Pass a mandatory criminal background check
- Must provide own cell phone with texting plan
- Clean driving record and eligible to drive state vehicle
- Working knowledge of the D.C. and Northern Virginia Area

Compensation:

Each new Advance Team member will receive a \$5,000 stipend plus room accommodations and most meals during the conference weeks. **If interested, please submit your resume and cover letter to Selina Kirwan, Director of Logistics, at admevent@gmu.edu by Friday, March 15, 2019.**