



SEA EDUCATION ASSOCIATION

Environmental Studies at Woods Hole and at Sea

Program Assistant Job Description

About SEA: Sea Education Association (SEA) is a non-profit educational institution and an internationally recognized leader in ocean education. Since 1971, SEA has educated undergraduate, high school and gap year students about the world's oceans through its Boston University accredited study abroad program, SEA Semester® and other programs. SEA is located on Cape Cod in the oceanographic research community of Woods Hole (Falmouth) and owns and operates two sailing research vessels: the SSV *Corwith Cramer* in the Atlantic Ocean and the SSV *Robert C. Seamans* in the Pacific.

SEA is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ candidates. SEA is committed to the development of a multicultural environment. We value input of multiple viewpoints and perspectives across the organization; our goal is to create an academic and working community that is rich in cultural, social, and intellectual diversity.

OVERALL RESPONSIBILITIES

Reporting to the Academic Programs Coordinator, the Program Assistant plays a key role in supporting students' success in SEA's programs, both on-campus and during the sea component. S/he/they are focused on the student experience throughout the program. Major areas of responsibility include community development, front line medical supervision, mental health support, and logistical coordination with faculty and staff. The Program Assistant lives on campus, in close proximity to students. This is a full-time, seasonal, non-benefit eligible position that begins a few days before students arrive on campus for training/preparation and ends the day after each program closes.

We have 5 vacancies for Program Assistants this summer:

- (3) SEAScape (shore-based): June 26, 2023-August 4, 2023.
- (1) SEA Expedition (ship-based): June 27-August 16, 2023
- (1) SEA Pre-College (shore-based): July 30-August 18, 2023

These are the three different programs we are offering in Summer 2023:

- **SEAScape:** This is a shore-based program on our Woods Hole campus for high school students who are looking for a basic introduction to oceanographic studies. It is a multidisciplinary, residential program over the course of 2.5 weeks. There are two different sessions in 2023: Session I: June 26, 2023 – July 13, 2023, and Session II: July 18, 2023 – August 4, 2023. The program is instructed by faculty members, directed by the Academic Programs Coordinator, and overseen by three Program Assistants who assist with extracurricular activities, meal prep, and academic support.
- **SEA Expedition:** This is a ship-based program for high school students who are looking to gain experience with sailing and conducting scientific research at sea. There are four different sessions in 2023: June 27 – July 9, July 10 – July 22, July 22 – August 3, and August 4 – 16. Each session begins with three days on our Woods Hole campus and then the remainder of the time is spent offshore on our sailing school vessel (SSV), the *Corwith Cramer*. The program is instructed by faculty members, directed by the Academic Programs Coordinator, and overseen by a Program Assistant who assists with extracurricular activities, meal prep, and academic support.
- **SEA Pre-College: Ocean Sciences in Woods Hole:** This is a shore-based program for advanced high school students who are looking to prepare for college-level academics in marine biology,



SEA EDUCATION ASSOCIATION

Environmental Studies at Woods Hole and at Sea

oceanography, and environmental science. There is one, 3-week long, session which will run from July 30 to August 18, 2023. The program is instructed by faculty members, directed by the Academic Programs Coordinator, and overseen by a Program Assistant who assists with extracurricular activities, meal prep, and academic support.

MAJOR TASKS of the PROGRAM ASSISTANT

- Community Development – Lives with the students and supervises the development of community norms, and emotional/mental welfare of students. Plans extracurricular and morale-boosting free time activities.
- Program Logistics- Accompanies group on some field trips, rotates through kitchen duties and clean-up, attends planning and debrief meetings.
- Medical Supervision - Works closely with the Dean of Student Services and the Academic Programs Coordinator as a front-line intervention for student safety and medical/mental health issues on campus. Enforce SEA's COVID policies.
- Academic Support – Supports program faculty as needed by assisting students outside of the classroom with assignments, leading discussions, and helping students meet their academic goals.
- Marketing & Development – Documents the experience for students by taking quality photographs for our Marketing team and assists students with writing blog posts.

DESIRED QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in outdoor education, environmental science, marine biology, or a related field.
- At least one year of experience in student support at the secondary, gap year, or undergraduate level; experience with off-campus/residential programs preferred.
- Experience working with diverse groups of students.
- Ability to maintain a high level of confidentiality regarding student records and other information of a confidential nature.
- Wilderness First Responder or higher medical training preferred. SEA offers discounted/free WFR training annually in December.
- Mental Health training is preferred.
- Experience in conflict resolution, group facilitation, and/or teaching.
- Ability to connect well with people and develop strong mentoring relationships with young adults.

Salary starts at \$1600 per month and is commensurate with experience. Housing and food are provided on campus and at sea (if sailing). Upward mobility and professional maritime training are possible for candidates seeking sea-going licenses or scientific training.

To apply, submit a resume, cover letter, and contact information of two references to highschoolsummer@sea.edu. Include the program that you are applying for (SEAScape, Sea Expedition, or Pre-College).