



SEA EDUCATION ASSOCIATION

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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 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.

POSTION SUMMARY:

SEA is hiring six Program Assistants to assist with our SEAScape and PreCollege summer programs (program descriptions below). Reporting to the Director of Student Services, the Program Assistant plays a key role in supporting students' success in SEA's programs. S/he/they are focused on the student experience throughout the program and work closely with other SEA staff to foster a welcoming, educational, and enriching experience. 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 with the students and serves as the primary point of contact for student issues.

PROGRAM DESCRIPTIONS:

SEAScape is a residential summer program at Sea Education Association providing current high school students the opportunity to explore coastal and offshore marine environments around Cape Cod, both scientifically and culturally. Divided into two major themes, "Introduction to Oceanography" and "Oceans and Society," students participating in SEAScape will not only conduct fieldwork throughout Cape Cod's diverse environment but will also explore the rich heritage of Cape Cod as a center for global maritime trade, commercial fisheries, shipbuilding, and naval operations. Through daily weekday lectures and discussions, laboratory activities, field trips, and group projects, students are immersed in a hands-on learning experience that will strengthen their understanding of marine issues, the value of community, and leadership skills.

PreCollege is an academically rigorous three-week program for rising juniors, seniors, and recent high school graduates interested in pursuing oceanography, marine biology, environmental science, or other related disciplines at the undergraduate level. With over 40 contact hours of



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official instruction, students will be exposed to college-level lectures, laboratory activities, group discussions, and research projects. Students will strengthen their skills in oceanographic research methods, science communication, critical thinking, data visualization, leadership, and more. Students will discuss environmental topics such as climate change mitigation, ocean policy, marine biodiversity, coastal ecology, and ocean engineering. Another component of this program is visits to local and world-renowned institutions such as the Woods Hole Oceanographic Institution, the Marine Biological Lab, and the Woodwell Climate Research Center in Woods Hole.

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 Director 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.
- Social Media & Outreach – 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 studies, social work, marine science, or a related field preferred.
- 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 confidentiality regarding student records and other confidential information.
- First Aid Certification required, Wilderness First Responder, Mental Health Training, and/or Lifeguard Certification preferred.
- Experience in conflict resolution, group facilitation, tutoring, and/or teaching.
- Ability to connect well with people and develop strong mentoring relationships with young adults.
- Valid driver's license required.

SALARY AND BENEFITS:

This is a full-time, seasonal, non-benefit eligible position that begins on Monday, June 10 and ends on Monday, August 12. Program Assistants will participate in training and preparation during the



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two weeks before student arrivals. There may be an option to extend your contract to Monday, August 19, to assist in another week-long program.

Salary starts at \$2,000 per month and is commensurate with experience and professional certifications. Housing and meals on SEA's Woods Hole campus are provided. To apply, submit a resume, cover letter, and contact information of two references to highschoolsummer@sea.edu. Questions about the position can be sent to that email as well.