



## 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 19 – July 22, 2023. 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 21<sup>st</sup> 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 U.S. Capitol, and the National Zoo. Detailed program information and a tentative schedule can be found at [wsp.gmu.edu](http://wsp.gmu.edu).

### **Advance Team Member Job Description:**

As a member of the advance team you will be part of an 8-person team that is responsible for all conference logistics including transportation, housing, dining, inventory, and event services. Responsibilities include 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. Advance team members are responsible for trouble-shooting any situations that might arise onsite with the students, speakers, faculty, vendors, and/or facilities. Being able to think on your feet and make wise and informed decisions is critical to the success of this position. The ideal candidate will have a team attitude and friendly disposition. **The position spans from June 20-July 22.**

- Ability to carry out the responsibilities listed above
- 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 make decisions in high-pressure situations
- The ability to work extended days and hours at a high energy pace
- Ability to reside on campus at George Mason University for the entire conference period (June 25 - 30, July 9 - 14, and July 16 - 21)
- Pass a mandatory criminal background check
- Must provide own cell phone with texting plan
- Clean driving record and eligible to drive state vehicles
- Working knowledge of the D.C. and Northern Virginia Area

### **Compensation:**

Each Advance Team member will receive \$5,000 over 5 weeks plus room accommodations and most meals during the conference weeks. **If interested, please submit your resume and cover letter to the Washington Scholars Program at [wsp@gmu.edu](mailto:wsp@gmu.edu) by Friday, February 17, 2023.**