



Summer Program Assistant - Job Posting

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 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 Director of Academic Programs and the Student Affairs Manager, 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. Major areas of responsibility include community development, overseeing meal preparation, 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 weeks before students arrive on campus for training/preparation and ends the day after each program closes. There are multiple vacancies for Program Assistants this summer, some of which support the SEAScape program and some of which support the PreCollege program. See below for program descriptions and dates.

- **SEAScape: Ocean Studies on the Cape**
 - 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 2025: Session I: June 26, 2025 – July 13, 2025, and Session II: July 21, 2025 – August 9, 2025. The program is instructed by faculty members, overseen by the Director of Academic Programs, and supported by three program assistants who assist with extracurricular activities, meal prep, academic support, and student supervision.
- **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, oceanography, and environmental science. There are two different sessions in 2025: Session I: June 26, 2025 – July 13, 2025, and Session II: July 21, 2025 – August 9, 2025. The program is

instructed by faculty members, overseen by the Director of Academic Programs, and supported by three program assistants who assist with extracurricular activities, meal prep, academic support, and student supervision.

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 in the evenings and on weekends.
- Program Logistics- Accompanies group on some field trips, attends planning and debrief meetings, helps to facilitate details such as transportation, mealtimes, and cleaning.
- Medical Supervision - Works closely with the Student Affairs Manager to provide front-line intervention for student safety and medical/mental health issues on campus.
- Academic Support – Supports program faculty as needed by assisting students outside of the classroom with assignments and helping students meet their academic goals. Assists with lab set-up, poster presentations/group discussions, and classroom organization.
- Marketing & Social Media– Documents the experience for students by taking quality photographs for our marketing team and assists students with writing blog posts.
- Food Service—Coordinates food service logistics such as ordering food, preparing meals, and helping students to cook and clean.

DESIRED QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in outdoor education, environmental science, marine biology, social work, 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 and mental health training is preferred.
- Experience in conflict resolution, group facilitation, mentorship, and/or teaching.
- Strong interpersonal skills and ability to connect with young people

Salary starts at \$2,500 per month and is commensurate with experience. Housing and food are provided. SEA is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.

Preference given to applications submitted before March 1, 2025.

Applicants should submit a resume, cover letter, and contact information of two references to aelder@sea.edu.