



Program Assistant

various dates and positions available!

Summary -

To serve as Program Assistant (PA) for ST.ART Artist Programs for high school students. This role will be responsible for cultivating community amongst program participants and supervising participants in dorms, dining halls, field trips around campus and Austin. PAs will be mentors for high schoolers and assist in facilitating academic and extracurricular activities in collaboration with supervisors and program staff/faculty. This position is expected to be available from June 21-June 27 approx. 30 hours per week and must be available to live in campus housing and work most Fridays, Saturdays and Sundays from June 20-June 27. The 2026 ST.ART summer season, all classes and residential programming will take place in-person at **St. Edward's University in Austin, Texas.**

2026 ST.ART Programs -

- **Zip ST.ART – June 21-27:** one-week residential program for rising 9th-11th graders

For more information about ST.ART Artist Programs: startartistprograms.org

Responsibilities -

This position requires an ability to work well with others and a willingness to take on tasks with an efficient and positive attitude. The following is an example of the estimated duties for this position—additional duties will be assigned as needed.

- Complete miscellaneous hiring task, required youth trainings and criminal background check
- Attend meetings and trainings, as needed
- Assist with a wide variety of tasks to support with daily program operations
- Supervise participants and participate in scheduled activities such as kayaking, movie trips, museum visits, hikes, city explorations, and more
- Assist with daily classroom activities
- Additional projects and tasks may include designing signage and program materials, running on and off campus errands, entering data, organizing and distributing supplies, setting up and taking down events, preparing schedules, and more

Salary -

\$13.00 per hour plus private campus housing from *June 21 - June 27

*All Program Assistants will be offered private campus housing on ST.ART hallways and will be scheduled to rotate shifts supervising residential and day students. The exact housing dates and salary will vary based on a PAs specific program assignment(s) and the needs of ST.ART Artist Programs. Please email with any questions.

Required Qualifications -

Ability to maintain schedules and be on time. Willingness to be silly and have fun with teenagers in a supervisory/mentor role. Interest in being part of a team, working collaboratively and engaging with peers. Willingness to be silly and have fun with teenagers in a supervisory role. Interest in working with teens and teachers in a residence life and/or camp setting. Interest in planning and implementing workshops and community building activities with children and teens.

Preferred Qualifications -

Experience working in residence life and/or camp settings with youth and teens. Experience planning and implementing studio art and community building activities with children and teens. Knowledge of art + design through personal practice, education and professional experiences. BA or BFA candidate enrolled in a Studio Art, Art Education or Art History program.

To Apply -

Email Renee Lai (renee@startartistprograms.org) and include:

- Resume/CV
- Brief statement of interest and relevant experience
- List of two references with contact information

Apply ASAP – All applicants will receive an interview and interviews will be scheduled as applications are received. ST.ART hopes to fill all positions by May 1.