



PRE-COLLEGE PROGRAMS 2018 Pre-College Counselor

Job Expectations

The role of the Pre-College Counselor (PCC) is to live on campus in the residence hall, and serve as an advisor and mentor in residence for the program participants in the Pre-College Programs. This is a challenging and rewarding experience with opportunities to develop skills in areas such as leadership, communication, mentorship, and crisis management. The PCC is a key member of the Pre-College Programs residential team. Visit our website at enrollment.rochester.edu/precollege for information about the programs.

The primary role of the PCC is to enhance personal growth and create a positive residential community concentrated on the program participant's overall summer academic and residential experience. This can be achieved by helping to implement educational, cultural, and recreational activities, providing information and guidance regarding policies and procedures, and enforcing all policies and procedures. The program participants are under the age of 18, thus we assume significant responsibility for their behavior and well-being. Over the course of the program, we will see between 400-500 program participants on campus.

Qualifications

This is a full time role (40+ hours per week, including weekends) and the PCC will live on campus during training and throughout the length of the Pre-College Programs. The successful candidate should not have outside responsibilities through the months of June, July, and August, as we expect a strong commitment from our staff. The candidate must be a current University of Rochester undergraduate student and cannot be graduating in May.

Prior experience working with high school students is recommended. The candidate must have strong written and oral communication, organizational, and interpersonal and critical thinking skills. The candidate should have the ability to manage high stress situations, and complete tasks by communicated deadlines.

Specific Responsibilities

40% Community Development

- *Encourage a positive social environment:* As a leader in the residential community, the PCC promotes personal growth and group interaction by creating a positive living and learning environment. The PCC's effectiveness depends on their ability to establish a meaningful relationship with the program participants. The PCC creates this relationship by getting to know each program participant and by being available and visible; interacting in a mature and healthy way with each program participant; the PCC serves as a role model for productive relationships between residents.
- *Creating an inclusive and respectful environment:* Through actions and words, PCCs demonstrate a respect for all individuals and groups. They advance the dignity of all people, including those of different races, ethnicities, genders, religions, abilities, and sexual orientations. They also confront acts of intolerance and educate those who hurt others.
- *Fostering intellectual growth:* PCCs engage program participants in an intellectually active environment by promoting thoughtful, reasoned and spirited discourse on a broad range of issues. Further, they bring formal discussions into the residence halls by coordinating programs and leading weekly group meetings.
- *Leadership:* The PCC supports the development of leadership skills among the program participants by encouraging them to pursue the leadership opportunities within the residence halls and in their classes. PCCs will also have the

opportunity to take the lead on specific responsibilities such as social media, photography, writing blogs, and working with the instructor liaison and the international student liaison.

30% Residential Assistance and Support

- *Counseling and Advising:* In order to address program participants' personal, social and academic concerns, the PCC should actively listen and seek appropriate consultation. This includes assisting with conflicts that may arise between program participants. The PCC must be aware of available resources, for the PCC's role is paraprofessional and not professional.
- *Emergency Resource:* The PCC must be on duty for the residence hall and follow Pre-College Programs procedures. With a working knowledge of procedures to follow in emergency situations, the PCC assists program participants and staff in resolving emergency situations. The PCC ensures that constant communication is available between their supervisor and Pre-College Programs staff.
- *Behavioral Problems:* The PCC assists program participants in developing an understanding of expectations, policies, procedures, and behavioral standards appropriate to group living in an academic institution. When necessary, a PCC may confront individuals whose behavior is unacceptable and, where appropriate, refer cases to their supervisor and Pre-College Programs Disciplinary Committee.
- *Administrative Functions:* PCCs have key administrative functions, including check-in/out, room lockouts, program and behavioral incident reports, maintenance problem reporting, pre and post-program room inspections, etc. PCCs will also assist with nightly curfew check-ins and work with their supervisor regarding any program participant permissions and requests to leave campus. PCCs should be prepared to assist program participants to classes on River Campus and at the Medical Center.

10% Training and Administrative Responsibilities

- *Meetings and Communication:* On a day-to-day basis, PCCs work with other PCCs and their supervisor to form a staff team. PCCs attend staff meetings, and maintain open and frequent communication with their supervisor, including individual meetings. PCCs participate in an end-of-term evaluation with their supervisor.
- *Staff Development:* PCCs participate in spring and summer training programs, and maintain liaison relationships with University departments and programs.
- *Policy:* PCCs are responsible for knowing and supporting Pre-College Programs and University policies.

20% Event Assistance and Additional Duties

- *Program and Field Trip Assistance:* PCCs will assist their supervisor with implementation and supervision of all activities, program, and special events. PCCs should be prepared to assist with class field trips per request from a Pre-College Programs instructor.
- *Additional Duties:* PCCs perform other job-related responsibilities as requested by the immediate supervisor, Program Manager, Assistant Director, or other Pre-College Programs staff.

Compensation

Minimum rate of \$10.65 per hour (Pay structure (Bi-Weekly Hourly or Stipend) is still to be determined). Housing in the residence halls and meals will be provided in campus dining halls or catered through the Pre-College Programs for the duration of employment.

Employment Dates

June 24-August 12, 2018 (Note: Housing is only provided during this time. Students must contact Housing & Residence Life to set up a bridge contract on their own if additional housing is needed over the summer.)

For further information, please contact the Pre-College Programs at precollege@rochester.edu.