The University of Rochester
Office of Pre-College Programs
TITLE: Pre College Counselor Job Description

POSITION SUMMARY:
The Pre-College Counselor (PCC) will live on campus from roughly June 27—August 9, 2014 and oversee the high school students participating in the University of Rochester Pre-College Programs. The PCC will work full time and have some spring and summer training commitments leading up to the session start. The successful candidate will have the opportunity to discuss, on a case-by-case basis, the option of taking a class, volunteering, or working part-time following certain restrictions. PCCs must be current University of Rochester students. He/she will be responsible for providing activities, supervision, and counsel to the students participating in the program.

QUALIFICATIONS:
Education: Current University of Rochester undergraduate student.
Experience: A demonstrated interest in working with pre-college age students. PCCs should have prior experience working with high school students or a strong interest in working with high school students in a residential college environment. Must have demonstrated ability to work with limited direction and to direct/supervise the coordination/execution of events and/or programs.
Other: Must be comfortable having daily contact with faculty, students, and other administrative staff. Requires excellent interpersonal and communication skills with the ability to work with a high degree of discretion, judgment, and tact. Room, board, and payment provided. Nights, weekends, and on-call availability will be required during program weeks.

RESPONSIBILITIES:
• Plan and coordinate hall activities in coordination with Graduate Head Counselor (GHC) and other PCC staff.
• Provide cross-over support to all areas, including administrative support and customer service inside the Office of Admissions.
• Greet, direct, and orient program participants and parents during move-in and welcome sessions.
• Chaperone field trips, extracurricular activities, and special events for Pre-College students.
• Take the lead on numerous aspects of the job, including social media, photography, blog writing, activities coordinator, etc., as opportunities arise.
• Discipline students and mediate conflicts in accordance with Pre-College policies and student code of conduct.
• Participate in end-of-session evaluation.
• Work with GHC and Pre-College administrators to establish appropriate methods of articulating program and academic expectations for student participants and enforcing program rules.
• Perform daily customer service duties such as handling student check-in/check-out, explaining procedures, giving directions, and reporting specific needs/concerns of students to GHC and Pre-College administrators.
• Provide a staff presence at various program functions taking place on and off campus.
• Attend mandatory training session during the spring semester.
• Live in residence hall for the duration of the program.
• Be fully available to Pre-College Programs on all move-in weekends.
• Attend staff meetings and one-on-one meetings with the GHC on a weekly basis.
• Serve as a caring, compassionate mentor and adult presence to students.
• Be directly responsible for the welfare and supervision of all students. This includes ensuring safety outside of their class time by adhering to sign-in and sign-out procedures, night curfew check-ins, Pre-College Programs policies/procedures, and adhering to the University’s minor safety guidelines.
• Accompany program participants to the hospital when necessary.
• Assume additional responsibilities as assigned.

SUPERVISION AND DIRECTION RECEIVED:
Position reports to Graduate Head Counselor. Receives general direction from Director of Campus Programs, Pre-College Programs Manager and other Pre-College administrators.

2014 TIMELINE:
Recruitment: February
Application deadline: March 3
Group interviews: March 17-21
Applicants notified by: March 31
Training begins: April
Program dates: June 27—August 9

For further information or to apply, contact precollege@rochester.edu.