The University of Rochester
Office of Pre-College Programs

TITLE: Graduate Head Counselor Job Description

POSITION SUMMARY:
The Graduate Head Counselor (GHC) will live on campus from roughly June 22—August 7, 2015 and oversee high school students and Pre-College Counselor (PCC) staff participating in the University of Rochester Pre-College Programs. The GHC will work full time and have some spring and summer training commitments leading up to the session start. The successful candidate should not have any outside employment and may not enroll in summer session B classes. The GHC must be a current University of Rochester graduate student. He/she will be responsible for providing activities, supervision, and counsel to the students and PCC staff participating in the program.

QUALIFICATIONS:
Education: Current University of Rochester graduate student with prior residential life experience preferred.
Experience: We seek one student with a demonstrated interest in working with pre-college age students. The GHC for these programs should have experience 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 programs of approximately 200-250 residential students and 8-15 residential staff members.
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. During program weeks, 40+ hours along with nights, weekends, and on-call availability will be required.

SUPERVISION AND DIRECTION EXERCISED:
Supervises Pre-College Counselors and Pre-College Program participants.

RESPONSIBILITIES:
- Assist in the selection of PCC staff.
- Take an integral role in the training of 8-15 PCC staff members. The GHC will be responsible for a number of areas during training, including the explanation of specific functional areas, as well as the planning of staff development and team-building activities.
- Supervise PCCs and facilitate regular staff and one-on-one meetings with each team member.
- Advise PCCs with individual responsibilities, and complete summer evaluations with each.
- Attend meetings with Pre-College administrators on a weekly basis.
- Be a visible and accessible presence in the residence hall. This includes eating meals with the students and PCC staff, visiting classes, leading evening and weekend activities, etc.
- Maintain a good relationship and open communication with residential life, custodial staff, and other University departments as needed.
- Interact with Pre-College students, ensuring their needs are met by their PCC. This includes being present at both check-ins/check-outs to facilitate a smooth transition.
- Organize and oversee the details of the programs opening and closing including supervision of pre- and post-term residence hall inspections, damage assessment, keys, roommate assignments, etc.
- Immediately inform Pre-College administrators of important disciplinary, personal, or medical matters relating to program participants.
- Notify parents when rule violations, medical problems, or academic problems occur.
- Act as contact with parents when deemed appropriate by Pre-College administrators.
- Communicate with PCC to gather information concerning numbers of staff members needed for each Pre-College event.
- Create weekly on-call schedule for PCC.
- Schedule shifts for up to 8-10 PCCs and ensure all are working approximately the same amount of hours.
- Plan, coordinate, and chaperone field trips, extracurricular activities, and special events for Pre-College students.
- Greet, direct, and orient program participants and parents during move-in and welcome sessions.
- Discipline students and mediate conflicts in accordance with Pre-College policies and student code of conduct.
- Provide status reports to Pre-College administrators, and communicate Pre-College Programs information to PCC staff and students.
- Live in residence hall for the duration of the program.
- Be available to Pre-College Programs on all weekends.
- Serve as a caring, compassionate mentor and adult presence to PCCs and student participants.
- 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 designated Admissions Counselor/Pre-College administrator. Receives general direction from Director of Campus Programs, Pre-College Programs Manager and other Pre-College Administrators.

**2015 TIMELINE:**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment</td>
<td>January</td>
</tr>
<tr>
<td>Application deadline</td>
<td>February 16</td>
</tr>
<tr>
<td>Interviews</td>
<td>February 23-27</td>
</tr>
<tr>
<td>Applicants notified by</td>
<td>March 6</td>
</tr>
<tr>
<td>Recruitment and hiring of PCC staff</td>
<td>March</td>
</tr>
<tr>
<td>GHC Training begins</td>
<td>April</td>
</tr>
<tr>
<td>Position runs</td>
<td>June 22-August 7</td>
</tr>
<tr>
<td>PCC Training</td>
<td>June 26-June 29</td>
</tr>
<tr>
<td>Pre-College Program Dates</td>
<td>June 29-August 7</td>
</tr>
</tbody>
</table>

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