The University of Rochester  
Office of Pre-College Programs  

**TITLE:** Resident Health Counselor  

**POSITION SUMMARY:**  
The Pre-College Resident Health Counselor (RHC) will live on campus from June 28—August 10, 2016 and oversee the high school students participating in the University of Rochester Pre-College Programs. The Resident Health Counselor 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. The RHC must be current University of Rochester student. He/she will be responsible for responding to any medical related concerns of students in the program, assisting with the scheduling of any necessary UHS appointments, accompanying students to Strong ER if needed, and attending all off campus events to act as a medical responder. Nights, weekends, and on-call availability will be required during program weeks.

**QUALIFICATIONS:**  
**Education:** Current University of Rochester student.  
**Experience:** The successful candidate will have a demonstrated interest in working as a medical responder. Prior experience working in an on-call medical role, and a demonstrated ability to work with limited direction in a fast past environment. Current CPR/First-Aid Certification and current status as a member of R/C MERT. EMT Certification preferred.  
**Other:** Must be comfortable having contact with faculty, students, and administrative staff. Requires excellent communication skills, particularly with parents and guardians when relaying necessary medical updates. Must understand and display 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:**  
- Arrange for start-up purchase of any health/first aid supplies needed for the program, and maintain complete first-aid supplies for the duration of the summer program.  
- Keep updated records of student medical reports, including details of interaction, appointments, hospital visits, and prescribed medications.  
- Consistent follow up with program staff regarding any health issues that arise.  
- Follow up with any student who has had recent health concerns that were treated by you, UHS, or the medical center.  
- Picking up medicines that are prescribed by a physician at a local pharmacy, we will reimburse any associated expense.  
- Accompany students to any UHS appointments and visits to Strong  
- Provide updates to appropriate staff and guardians about medical care/appointments.  
- Chaperone field trips, extracurricular activities, and special events for Pre-College students.  
- Attend mandatory training sessions prior to the start of the program.  
- Live in residence hall for the duration of the program.  
- Attend staff meetings and one-on-one meetings on a weekly basis.  
- 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.

- 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 Assistant Director, and other Pre-College administrators.

2016 TIMELINE (Tentative)*
*Dates subject to change

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment</td>
<td>February-March</td>
</tr>
<tr>
<td>Application deadline</td>
<td>April 1</td>
</tr>
<tr>
<td>Interviews</td>
<td>April 11-15</td>
</tr>
<tr>
<td>Applicants notified by</td>
<td>April 22</td>
</tr>
<tr>
<td>Training begins</td>
<td>June 20</td>
</tr>
<tr>
<td>Program dates</td>
<td>June 27-August 5</td>
</tr>
</tbody>
</table>

For further information, contact precollege@rochester.edu.