The University of Rochester
Office of Pre-College Programs
TITLE: Graduate Head Counselor

POSITION SUMMARY:
The Graduate Head Counselor (GHC) will work part-time (10-20 hours per week) with the Pre-College Programs in the Admissions Office from November 14, 2016 – August 18, 2017 to prepare for the 2017 Pre-College Programs. The GHC will transition to a full time role (40+ hours per week) and live on campus from roughly June 23-August 12, 2017 and oversee high school students and Pre-College Counselor (PCC) staff participating in the University of Rochester Pre-College Programs. The successful candidate should not have any outside employment over the summer months (June, July, and August) and my 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.
*Dates are subject to change.

QUALIFICATIONS:
Education: Current University of Rochester graduate student with prior higher education/student affairs and/or residential life experience preferred.
Experience: We seek one student with a demonstrated interest in working with high school age students. The GHC for these programs should have experience working with high school students and/or working with students in a residential college environment. The GHC 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 10-15 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 the summer program weeks, The GHC will be expected to work 40 hours per week with the possibility of some overtime. Nights, weekends, and on-call availability will be required during the summer program weeks.

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

RESPONSIBILITIES:

- Take an integral role in the training of 10-15 PCC staff members. The GHC will be responsible for coordinating the PCC training and presenting on various training topics, including policies and procedures, working with minors, activity planning, staff scheduling, emergency procedures, staff development and team-building activities, etc.
- 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.
• 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.
• Schedule shifts for up to 10-15 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.
• 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.
• Assume additional responsibilities as assigned.

SUPERVISION AND DIRECTION RECEIVED:
Position reports to designated Pre-College administrator. Receives general direction from the Program Manager, Assistant Director, and other Pre-College Administrators.

2016-2017 TIMELINE*
*Dates subject to change

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Recruitment</td>
<td>September-October, 2016</td>
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<tr>
<td>Application deadline</td>
<td>October 14, 2016</td>
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<tr>
<td>Interviews</td>
<td>October 19-28, 2016</td>
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<td>Applicants notified by</td>
<td>November 1, 216</td>
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<tr>
<td>Position runs</td>
<td>November 14, 2016 – August 18, 2017</td>
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<tr>
<td>PCC Training</td>
<td>June 26-30, 2017</td>
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<td>Pre-College Program Dates</td>
<td>July 1 – August 13, 2017</td>
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For further information, contact precollege@rochester.edu.