



PRE-COLLEGE PROGRAMS
2017 Graduate Head Counselor for Academics & Programming

Job Expectations

The role of the Graduate Head Counselor (GHC) for Academics & Programming is to supervise and support all academic aspects and programming for the Pre-College Programs. This is a challenging and rewarding experience with opportunities to develop skills in areas such as leadership, communication, staff management, and crisis management. Visit our website at enrollment.rochester.edu/precollege for information about the programs.

A major aspect of the Pre-College Programs is the program participant's academic success. The primary role of the GHC for Academics & Programming position is to create a supportive and engaging atmosphere concentrated both on the program participant's academic success and overall summer experience. This can be achieved through implementation of educational and social activities, providing support as a leader in the Pre-College Programs, and enforcing program 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

The GHC for Academics & Programming will work part-time (5-10 hours per week) in the Office of Pre-College Programs starting the week of January 23, 2017 to begin preparations for the 2017 Pre-College Programs. **The GHC will transition to a full time role** (40+ hours per week, including weekends) and live on campus the week of June 19, 2017. All summer responsibilities will be completed by August 12, 2017. 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 graduate student.

Prior supervision experience and experience working with high school students is recommended. Prior experience working in an educational environment is preferred. 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

- Co-Supervise a staff of approximately 10-15 current University undergraduate students.
- Work with the Residential GHC to plan the staff training schedule, and create, organize, and lead staff training sessions prior to the start of the Pre-College Programs.
- Meet weekly with Program Manager to coordinate program details.
- Meet weekly with Pre-College Programs staff members to discuss issues, concerns, and upcoming events.
- Be knowledgeable of programs and courses.

- Communicate with Pre-College Programs staff and instructors regarding academic issues or concerns.
- Conduct end-of-program performance evaluations for each staff member.
- Maintain a positive relationship with Residential Life staff, custodial staff, University departments, Faculty, and Admissions staff.
- Assist with class field trips when necessary.
- Plan and execute all activities and events, including smaller nightly activities, larger weekend trips and events, and academic support groups (as needed), in coordination with the Program Manager.
- Ensure proper staff coverage for all on and off campus activities.
- Manage social events budget in coordination with the Program Manager.
- Consult with Program Manager on disciplinary issues by program participants or staff. Assist Disciplinary Committee with disciplinary process and documentation.
- Create an environment conducive to intellectual discourse and promote healthy academic behaviors.
- Hold office hours if deemed necessary in order to be available to the program participants.
- Act as a peer advisor to all program participants and hold weekly meetings with participants enrolled in the credit bearing Taste of College Program.
- Be a visible and accessible presence to the program participants and staff members. This includes eating meals with the program participants, visiting classes, and leading activities.
- Interact with the program participants, ensuring their needs are met.
- Provide assistance to the Program Manager as needed.
- Assist with duties in the Office of Pre-College Programs, such as interviewing Pre-College Program applicants, assisting with the Pre-College Programs application process, reviewing Pre-College Programs applications, and making admissions decisions for the Pre-College Programs.
- Ensure academic paperwork (Code of Conduct and Academic Policies) for all program participants is complete and submitted in a timely manner.
- Assist with responsibilities involved with the IB World Student Conference the week of August 6, 2017.
- Other duties as assigned.

Timeline

Recruitment	September – December 2016
Position Start Date (Part-Time)	Week of January 22, 2017 (5-10 hours per week)
Transition to Full-Time	Week of June 18, 2017 (40+ hours per week)
Staff Training	June 26-30, 2017
Program Dates	July 2-August 12, 2017
Position End Date	August 12, 2017

Compensation

Hourly rate of \$14.00.

All meals will be provided in campus dining halls from June 25-August 12, 2017.

Housing in the residence hall from June 25-August 12, 2017.

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