



**PRE-COLLEGE PROGRAMS**  
**2017 Residential Graduate Head Counselor**

Job Expectations

The role of the Residential Graduate Head Counselor (GHC) is to live on campus in the residence hall, supervise the Pre-College Counselors (PCC), and facilitate a successful summer residential experience 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](http://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 Residential GHC is to create a positive residential community concentrated on the program participant's overall summer residential experience. This can be achieved through consistent communication with program participants and their parents regarding questions or concerns, 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 Residential GHC 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 and concerns.
- Monitor the PCCs interactions with program participants and provide feedback to the Program Manager.
- Communicate with PCCs to resolve staff or program participant issues.

- Maintain a positive relationship with Residential Life staff, custodial staff, and other University departments.
- Communicate with Residential Life staff and custodial staff concerning building operational malfunctions and cleaning problems.
- Manage staff scheduling and insure proper coverage in the residence hall at all times.
- Conduct end-of-program performance evaluations for each PCC.
- In conjunction with the Program Manager, oversee all program participant disciplinary issues and documentation.
- Consult with Program Manager on disciplinary issues by program participants or staff. Assist Disciplinary Committee with disciplinary process and documentation.
- Meet with program participants as necessary who have committed a policy offense.
- Create an environment conducive to intellectual discourse and promote healthy community behaviors.
- Hold office hours if deemed necessary in order to be available to the program participants.
- Attend social activities and events as needed.
- Coordinate and organize check-in and check-out weekends in coordination with the Program Manager, including pre and post-program residence hall inspections, damage assessment, keys, and roommate assignments.
- Greet and direct program participants and parents during move-ins and Welcome/Orientation sessions.
- Immediately inform the Program Manager of important disciplinary, personal, or medical matters relating to program participants and staff.
- Coordinate nightly curfew check-ins, and manage program participant permissions and requests to leave campus.
- Be a visible and accessible presence to the program participants and staff members.
- Interact with the program participants, ensuring their needs are met.
- Provide assistance to the Program Manager as needed in the Office of Pre-College Programs.
- Ensure residential paperwork 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 23, 2017 (5-10 hours per week) |
| Transition to Full-Time         | Week of June 19, 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](mailto:precollege@rochester.edu).