



**PRE-COLLEGE PROGRAMS**  
**2017 Head Pre-College Counselor**

Job Expectations

The role of the Head Pre-College Counselor (PCC) is to live on campus in the residence hall, and serve as an advisor and mentor in residence for the program participants and staff in the Pre-College Programs. This is a challenging and rewarding experience with opportunities to develop skills in areas such as leadership, communication, mentorship, and crisis management. Visit our website at [enrollment.rochester.edu/precollege](http://enrollment.rochester.edu/precollege) for information about the programs.

The primary role of the PCC is to create a positive residential community concentrated on the program participant's overall summer academic and residential experience. This can be achieved through consistent communication with program participants 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

**This is a full time role** (40+ hours per week, including weekends) and the Head PCC will live on campus beginning 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 (requests can be discussed on a case-by-case basis). The candidate must be a current University of Rochester student.

Prior experience working as a Pre-College Counselor is required. 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

- Commit to the entire length of the Pre-College Programs including staff training.
- Live in the residence hall and serve as a resource for program participants during their stay.
- Assist the Graduate Head Counselors with supervising a staff of approximately 10-15 current University undergraduate students.
- Assist the Graduate Head Counselors with organizing and leading staff training sessions prior to the start of the Pre-College Programs.
- Meet weekly with the Graduate Head Counselors and staff to discuss issues and concerns.
- Monitor the PCCs interactions with program participants and provide feedback to the Graduate Head Counselors.

- Respond to all emergency situations and stay in constant communication with the Residential Graduate Head Counselor regarding any emergency situations.
- Communicate with the staff and program participants to solve any issues that arise.
- Maintain a positive relationship with Residential Life staff, custodial staff, and other University departments.
- Report any facility or housekeeping concerns to the Residential Graduate Head Counselor.
- Assist the Graduate Head Counselors to insure proper coverage in the residence hall at all times.
- Participate in an end-of-session evaluation with the Graduate Head Counselors.
- In conjunction with the Graduate Head Counselors, oversee all program participant disciplinary issues 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.
- Assist the Graduate Head Counselor of Academics & Programming with all activities, programs, and special events, and attend social activities and events as needed.
- Provide assistance to the Program Manager as needed in the Office of Pre-College Programs, including administrative support and customer service for all program participants and their parents.
- Work with the Graduate Head Counselors to articulate and enforce all program policies and procedures, rules, and academic expectations to create a safe and respectful community.
- Assist with check-in and check-out weekends in coordination with the Graduate Head Counselors, 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 Residential Graduate Head Counselor of important disciplinary, personal, or medical matters relating to program participants and staff.
- Assist with nightly curfew check-ins, and work with the Residential Graduate Head Counselor regarding any program participant permissions and requests to leave campus.
- Be a visible and accessible presence to the program participants.
- Interact with the program participants, ensuring their needs are met.
- Assist with responsibilities involved with the IB World Student Conference the week of August 6, 2017.
- Other duties as assigned.

### Timeline

Recruitment	January-February 2017
Position Start Date (Full-Time)	Week of June 25, 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 \$11.25.

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).