



**PRE-COLLEGE PROGRAMS
2017 Resident Health Counselor**

Job Expectations

The role of the Resident Health Counselor (RHC) is to live on campus in the residence hall, and serve as the point-person when addressing any medical concerns during 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 for information about the programs.

The primary role of the RHC is to be readily available to assist with any medical or health concerns of the program participants. This can be achieved by having knowledge in basic medical care, utilizing University medical resources, and providing guidance regarding 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 RHC will live on campus beginning the week of June 25, 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 with high school students is recommended. Prior experience working with the University's MERT program, CPR/First Aid certification, and EMT certification 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

- 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.
- Serve as a general mentor for all program participants.
- Meet weekly with the Graduate Head Counselors to discuss issues and concerns.
- Respond to all emergency situations and stay in constant communication with the Residential Graduate Head Counselor regarding any emergency situations.
- 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.
- Maintain a complete supply of necessary first aid equipment during the Pre-College Program.

- Accompany program participants to appointments at University Health Services or visits to Strong Memorial Hospital.
- Provide updates and stay in communication with Pre-College Programs staff, program participants, and parents or emergency contact regarding any health issues that arise.
- Pick up medications that are prescribed by a physician for a program participant. All costs will be reimbursed.
- Maintain documentation of medical issues or health concerns that arise during the Pre-College Programs.
- Follow up with program participants with health or medical concerns during the Pre-College Programs.
- Assist the Graduate Head Counselor of Academics & Programming with implementation and supervision of all activities, programs, and special events.
- 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.
- Be prepared to assist with collecting class attendance each day, and provide assistance to students getting to class each morning and afternoon (specifically students with classes in the Medical Center).
- Create an environment conducive to intellectual discourse and promote healthy community behaviors.
- Participate in an end-of-session evaluation with the Graduate Head Counselors.
- 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 \$10.75

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.