



## *Leadership Seminars Resident Counselor Job Description*

### **About Us**

The Office of Pre-College Programs enrolls over 400 domestic and international high school students to experience academic and intellectual growth on the University of Notre Dame's campus and at Notre Dame's Global Gateways in Ireland and Italy. These Pre-College programs are designed to mirror the Notre Dame undergraduate experience for students who are generally 16 to 18 years of age. Students choose from a variety of college level academic tracks and seminars and have numerous opportunities to engage in community service, explore campus, and learn from a diverse group of peers all in an independent but structured environment. Leadership Seminars students are supervised by Pre-College faculty and staff and a team of Resident Counselors.

### **Description**

Leadership Seminars Resident Counselors work responsibilities will begin on July 11 and will continue through July 25, 2018. Resident Counselors are an integral part of the Leadership Seminars program, as they ensure the safety and wellbeing of the students as well as the success of program events. Resident Counselors assume responsibilities that underscore the important role of residential life in the educational experience of students at the University of Notre Dame.

A Resident Counselor has extensive contact with high school students and serves as a liaison and resource person. Resident Counselors thus promote the integration of all aspects of campus life and assist in establishing an environment that supports the University's educational objectives.

Resident Counselors are regarded as role-models and University representatives. Therefore, they should always conduct themselves in an honest, conscientious, and professional manner. They are expected to support, enforce, and personally abide by all University and Pre-College Programs regulations and policies, and to interpret them as necessary.

### **Qualifications**

*Education:* Current University of Notre Dame or Saint Mary's College undergraduate or graduate students.

*Experience:* Must have demonstrated interest in working with rising high school seniors in a residential college environment. Student leadership experience is preferred but not required. Must be capable of working with limited direction as well as the ability to work cooperatively to coordinate events and planned activities.

*Other:* Must maintain and present a positive and professional attitude at all times. Must be comfortable with daily contact with faculty, staff, administrators, and students. Requires excellent interpersonal and communication skills.

### **Counseling/Advising Responsibilities**

1. Serve as mentor and adult presence to students, offering advice and personal support as needed
2. Confer regularly with the Pre-College Programs staff about concerns for individual students or student groups for whom they are responsible
3. Maintain availability to and accessibility by the Pre-College staff and student participants for the duration of the Leadership Seminars program

## **Administrative Responsibilities**

1. Help maintain an environment conducive to study and community living
2. Regularly report maintenance, security, health, and safety issues to Pre-College staff
3. Participate in and contribute to class field trips
4. Be regularly available in the residence hall as determined by Pre-College staff
5. Monitor check-in/check-out procedures and communicate updates to Pre-College staff
6. Accompany program participants to the appropriate health care facility in the event of immediate medical need
7. Complete other duties as assigned by the Office of Pre-College Programs

## **Discipline Responsibilities**

1. Support and enforce University and Office of Pre-College Programs' policies and procedures, including Standards & Policies Applicable to Pre-College Students, as directed by the Pre-College staff
2. Assist student participants in accepting personal responsibility for their actions and demonstrating respect for the rights of others
3. Be directly responsible for the welfare and supervision of all students, including ensuring safety outside of class time by enforcing Pre-College procedures and curfews, and adhering to the University Protection of Children Policy
4. Properly prepare and follow through on disciplinary reports, when necessary

## **Other Responsibilities**

1. Greet, direct, and orient program participants and parents during check-in and check-out
2. Participate and contribute to assigned committees
3. Attend daily Resident Counselor and committee meetings
4. Participate in end-of-program evaluation

## **Conditions of Employment**

1. Resident Counselors are expected to be on campus on Wednesday, July 11, 2018 to start training. Training and orientation will continue through Friday, July 13. Resident Counselors are expected to remain on campus through the duration of the program (July 14 – July 25). Departure will be in the afternoon of Wednesday, July 25.

2. Due to the responsibilities required for this position, Resident Counselors are not permitted to hold other employment positions or conflicting obligations while serving in this position.
3. Resident Counselors must have a valid driver's license and be willing to drive students in University-provided vans.

### **Compensation**

Approximately \$2,500, which includes the value of room and board provided

### **Hours and Schedule**

Daytime, nights, weekends, and on-call availability required

### **Supervision**

Position reports to Pre-College Associate Director and Program Coordinators.

### **2017 Timeline**

Applications open – November 15, 2017

Applications close – February 19, 2018

Decisions communicated – March 19, 2018

### **Posting Detail Information**

The University of Notre Dame seeks to attract, develop, and retain the highest quality faculty, staff and administration. The University is an Equal Opportunity Employer, and is committed to building a culturally diverse workplace. We strongly encourage applications from female and minority candidates and others that will enhance our community. Moreover, Notre Dame prohibits discrimination against veterans or disabled qualified individuals, and requires affirmative action by covered contractors to employ and advance veterans and qualified individuals with disabilities in compliance with 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a).