



Summer Scholars Resident Counselor Supervisor Job Description

About Us

The Office of Pre-College Programs enrolls over 400 domestic and international high school students in academic programs 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. To ensure the safety of all participants, students are supervised by Pre-College faculty and staff, Resident Counselor Supervisors, and a team of Resident Counselors.

Description

Summer Scholars Resident Counselor Supervisors will live on campus from June 15 - July 7, 2019. This position is responsible for guiding and advising a group of Resident Counselors during the course of a two-week long residential and academic summer program. These experienced staff members will assist the Pre-College Programs staff in providing leadership, guidance, and administrative supervision for the Resident Counselors throughout the program. The Resident Counselor Supervisor's responsibilities fall into three areas: Resident Counselor training and guidance, coordination of residential policies, and administrative duties such as assigning and scheduling activities and coordination with residence hall managers. In addition to these responsibilities, these individuals will be expected to represent the University of Notre Dame in a manner that is both friendly and professional. These individuals are also expected to use their passions, talents, and enthusiasm to communicate the spirit of Notre Dame to Summer Scholars Resident Counselors and participants.

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 juniors and 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. *Past Pre-College Programs experience preferred.*

Counseling/Advising Responsibilities

- Guide, advise, and train Resident Counselors.
- Confer regularly with the Resident Counselors and Pre-College staff about concerns for individual students or student groups for whom they are responsible.
- Maintain availability to and accessibility by the Pre-College staff, Resident Counselors, and student participants for the duration of the Summer Scholars program.

- Perform daily check-ins with Resident Counselors.
- Serve as mentor and adult presence to students, offering advice and personal support as needed.

Administrative Responsibilities

- Help maintain an environment conducive to study and community living.
- Regularly report maintenance, security, health, and safety problems to Pre-College staff.
- Assist in the coordination of field trips and extracurricular activities.
- Accompany program participants to appropriate health care facility in the event of immediate medical need.
- Assist Pre-College staff with the coordination of residential policies.
- Complete other duties as assigned by the Office of Pre-College Programs.

Discipline Responsibilities

- Support and enforce University and Office of Pre-College Programs' policies and procedures, including Standards & Policies Applicable to Pre-College Students.
- Assist student participants and Resident Counselors in accepting personal responsibility for their actions and demonstrating respect for the rights of others.
- Be directly responsible for the welfare and supervision of all students and Resident Counselors, including ensuring safety outside of class by enforcing Pre-College procedures and curfews, and adhering to the University Protection of Children Policy.

Other Responsibilities

- Greet, direct, and orient program participants and parents during check-in and check-out.
- Ensure that Resident Counselors successfully lead and facilitate all committee meetings and responsibilities.
- Facilitate daily Resident Counselor and committee meetings.
- Participate in end-of-program evaluation.

Conditions of Employment

- 1. Resident Counselor Supervisors are expected to be on campus late afternoon on Saturday, June 15, 2019 to start training. Resident Counselor Supervisor orientation and training will begin at 9:00am on Sunday June 16 and will continue through Friday, June 21. Resident Counselor Supervisors are expected to remain on campus throughout the duration of the program (June 22 – July 7). Departure will be on Sunday, July 7.

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

Compensation

Total amount of \$4700, which will be provided in the form of a \$3,000 stipend (subject to applicable federal, state, and local taxes), room and board (an approximate value of \$900 for housing and \$800 for meals).

Hours and Schedule

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

Supervision

Position reports to Pre-College Director, Pre-College Associate Director, and Pre-College Program Coordinator.

2019 Application Timeline

Applications open - September 17, 2018

Applications close - February 28, 2019

Decisions communicated - Mid-December and mid-March - Early submissions are strongly encouraged as we hire on a rolling basis.

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).