Office of Pre-College Programs

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 programs are designed to mirror the Notre Dame undergraduate experience in a structured environment. Students participating in the Pre-College Study Abroad programs experience a balance of classroom time in our Notre Dame Global Gateways and experiential learning in the city and country. The Pre-College Study Abroad programs not only offer students the opportunity to experience life as a local, but also provides a glimpse of the study and research opportunities offered abroad to Notre Dame undergraduate and graduate students.

Description

The Study Abroad Resident Counselor’s primary role is to supervise and meet the needs of the Pre-College students. This includes, but is not limited to, meeting the students at Chicago O’Hare International Airport and traveling with them to the destination (Rome or Dublin), facilitating activities, guiding and supervising students throughout the city, purchasing and arranging meals at public establishments, assisting with managing health and nutrition requirements, purchasing tickets for public transportation, providing mentorship and support, enforcing Pre-College rules and regulations, and representing the University of Notre Dame in a manner that is both friendly and professional.

Qualifications

Education: Current University of Notre Dame or Saint Mary’s undergraduate, graduate student or recent graduate

Experience: Must have studied or performed research in Rome (if applying for Study Abroad: Rome) or Dublin (if applying for Study Abroad: Ireland). Basic Italian language skills if applying for Study Abroad: Rome. 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 coordinate events and planned activities.

Other: MUST have the physical and mental capacity to independently perform all duties associated with their role. Notably, the ability to be independently mobile, such as but not limited to, walking on uneven terrain for distances of multiple miles daily. Must maintain and present a positive and professional attitude at all times. Must be comfortable with daily contact with faculty, staff, administrators, and students. Must serve as a role model, address student health needs, and make sound decisions in crisis situations. This role requires excellent interpersonal and communication skills, and Resident Counselors must maintain professional relationships with faculty, staff, and students.

Counseling/Advising Responsibilities

- Serve as mentor and adult presence to students, offering advice and personal support as needed.
- Confer regularly with the Program Coordinator regarding concerns for individual students or groups for whom responsible.
- Maintain availability to and accessibility by the on-site Program Coordinator, faculty, and students.
Administrative Responsibilities

- Help maintain an environment conducive to study and community living.
- Regularly report maintenance, security, health, and safety problems to on-site Program Coordinator.
- Regularly report any injuries, illnesses, and discipline or behavioral issues.
- Participate in and contribute to field trips and excursions.
- Accompany program participants to the appropriate health care facility in the event of immediate medical need.
- Complete other duties as assigned by the on-site Program Coordinator.

Discipline Responsibilities

- Support and enforce University and Office of Pre-College Programs’ policies and procedures, including Standards & Policies Applicable to Pre-College Students.
- Assist participants 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, including ensuring safety outside of class time by enforcing Pre-College procedures and curfews, and adhering to the University Protection of Children Policy.

Other Responsibilities

- Greet, direct, and orient program participants.
- Participate in and contribute to program.
- Participate in end-of-program evaluation.

Conditions of Employment

- Study Abroad Resident Counselors (“SARCs”) are expected to participate in training on campus prior to the program dates. The program dates for Study Abroad: Rome are June 1 – June 11, 2019, and Study Abroad: Ireland are July 13 – July 27, 2019.
- Prior to the start of the program, SARCs are expected to attend an informational webinar with parents and students accepted into the program.
- SARCs may not have any schedule conflicts during the program.
- SARCs must have a valid passport with an expiration no earlier than six months after the end date of the program.
- SARCs must comply with all applicable laws, rules, and policies of the University of Notre Dame, including but not limited to those set forth and referenced in the Standards & Policies Applicable to Pre-College Students.
• Physical exertion, including lifting, standing, extensive walking, hiking, and climbing stairs, is necessary during the program. Strong communication abilities and skills are critical for this position.
• Emotional maturity and strong decision-making skills required.

Compensation
Stipend of $1,600 (subject to applicable federal, state, and local taxes). Round trip airfare from U.S. hub to destination, lodging, and meals are also provided.

Hours and Schedule
Days, nights, and weekends.

Supervision
Position reports to on-site 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.

*Preferred candidates for SA: Rome are those who have previously studied abroad in Rome for at least a semester, and/or Architecture majors.

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).