Leadership Seminars Resident Counselor Position Description

About Us
The Office of Pre-College Programs enrolls over 500 domestic and international high school students in academic programs on the University of Notre Dame’s campus and at the Notre Dame Global Gateways in Ireland and Italy. These Pre-College programs are designed to mirror the Notre Dame undergraduate experience, starting with the competitive application process. Exceptional students are admitted to college level academic tracks and seminars, and have numerous opportunities to explore campus, engage in community service, and learn from a diverse group of peers all in an independent and somewhat structured environment.

Description
Leadership Seminars students are managed by Pre-College ND faculty and staff, and are supervised by a team of Resident Counselors (RCs). RCs live on campus in the program’s residence halls and are expected to be engaged with the students and the program. RCs are integral to the success of Leadership Seminars because they:

- ensure the safety and wellbeing of the students.
- assist with facilitating extracurricular activities and events.
- serve as a resource, mentor, role model, authoritative figure, and University representative.
- promote the integration of all aspects of campus life, especially residential, and assist in establishing an environment that supports the University’s mission.
- support, enforce, and abide by all University and Pre-College Program regulations and policies.

Qualifications
Education: Current University of Notre Dame or Saint Mary’s College undergraduate or graduate student.

Experience: Must have a 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 a positive and professional demeanor. Must be comfortable with daily contact with faculty, staff, administrators, and students. Excellent interpersonal and communication skills are required.
Counseling Responsibilities

- Serve as a mentor and adult presence to students, offering advice and personal support as needed.
- Regularly report maintenance, security, health, and safety issues or concerns to Pre-College staff.
- Support and accompany (if needed) participants to the appropriate health care facility in the event of an illness.
- Facilitate and follow check-in/out procedures.
- Maintain availability for the duration of the program.

Administrative Responsibilities

- Support and enforce University and Office of Pre-College Programs’ policies and procedures, including the Protection of Children Policy.
- Assist participants in accepting personal responsibility for their actions and demonstrating respect for the rights of others.

Other Responsibilities

- Greet, direct, and orient program participants and parents during check-in and check-out.
- Participate in and contribute to assigned committees.
- Participate in and contribute to assigned seminar during scheduled periods.
- Attend daily Resident Counselor and committee meetings.
- Participate in end-of-program evaluation.
Conditions of Employment

- Resident Counselors are expected to be on campus late afternoon on Wednesday, July 15, 2020. Training and orientation will continue through Friday, July 17.

- Resident Counselors are expected to remain on campus for the duration of the program (July 18 – July 29). Departure will be on Wednesday, July 29, mid-afternoon, following student check-out.

- Resident Counselors are **not** permitted to hold other employment positions **or** conflicting obligations while serving in this position.

- Resident Counselors must have a valid driver's license and be willing to drive students in University provided vans.

Compensation
A $1,600 stipend (subject to applicable federal, state and local taxes). In addition, a single room and board is provided.

Schedule and Hours
Resident Counselors will live on campus from July 15 – 29, 2020.
Daytime, nights, weekends, and on-call availability required.

Supervision
Resident Counselors report directly to the Resident Counselor Supervisors, and receive further supervision from the Pre-College Program Coordinators and Pre-College Operations Director.

2020 Application Timeline
Applications open - September 23, 2019
Applications close - February 28, 2020
Early submissions are strongly encouraged as we hire on a rolling basis.
If invited to interview, applicants will receive a decision within 10 business days after the interview.

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).