



PRE-COLLEGE PROGRAMS STUDY ABROAD

Study Abroad Resident Counselor Position Description

About Us

The Office of Pre-College Programs enrolls over 1000 domestic and international high school students in academic programs on the University of Notre Dame's campus and at the Notre Dame Global Gateways/Centers in Italy, Ireland, South Africa, and our latest destination, London. 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 courses and seminars, and students traveling abroad experience a balance of time in the classroom as well as experiential learning.

Description

The Study Abroad Resident Counselor's (SARC) 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, Dublin, London, or Cape Town), facilitating activities, guiding and supervising students, 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 student, or recent graduate.

Experience: Must have studied abroad, traveled abroad, or performed research internationally. Basic Italian language skills if applying for Study Abroad: Italy. Demonstrated interest in working with rising high school seniors. 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 facilitate activities. Preference is given to students who have participated in specific locations programs are offered. Preference for Italy given to those in the ND Undergraduate Architecture program.

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, and making sound decisions in crisis situations. Must maintain a positive demeanor and conduct themselves in a professional manner. Must be comfortable with daily contact with faculty, staff, administrators, and students. Must serve as a role model and address student health needs. This role requires excellent interpersonal and communication skills.

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 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 during check-in and check-out.
- Participate in and contribute to excursions.
- Participate in end-of-program evaluation.

Conditions of Employment

SARCs are expected to participate in training during the spring semester on campus prior to the program dates. The program dates for Study Abroad: Italy are June 3 – June 17, 2023, Study Abroad: South Africa are June 15 - June 30, 2023, Study Abroad: London are July 8 - July 22, 2023, and Study Abroad: Ireland are July 22 – August 5, 2023.

Prior to the start of the program, SARCs are expected to attend an informational webinar with students accepted into the program.

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

SARCs must have a valid passport with an expiration **no earlier than** six months after the end date of the program.

SARCs must be physically able and have the mental capacity for: physical exertion; including lifting, standing, extensive walking, hiking, and climbing stairs.

Strong communication abilities and skills are critical for this position.

Emotional maturity and strong decision-making skills required.

Compensation

\$2,350 (subject to applicable federal, state and local taxes).

In addition, flights, housing and meals are provided.

Hours and Schedule

Days, nights, and weekends, and on call availability required.

Supervision

Resident Counselors report directly to the onsite Program Director, and receive further supervision from the Pre-College Programs Director.

2023 Application Timeline

Applications open – November 1, 2022.

Applications close - February 28, 2023.

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).