



## Leadership Seminars 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, the Notre Dame Global Gateways/Centers in Ireland, Italy, London, and South Africa, and virtually. 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 collegiate 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.
- Attend daily Resident Counselor and committee meetings.
- RCs must be reachable at all times, unless pre-approval for absence is granted by the RC Supervisor.
- Take (cell phone) photos at events and service and upload to Google Drive to be used for social media and promotion.
- Participate in end-of-program evaluation.

## Conditions of Employment

- Resident Counselors are expected to be on campus late afternoon on Wednesday, July 18, 2024. Training and orientation will continue through Friday, July 19, 2024.
- Resident Counselors are expected to remain on campus for the duration of the program (July 20 – 31<sup>st</sup>)  
Departure will be on Wednesday, July 31, 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\***

Expected compensation including guaranteed overtime (*subject to applicable federal, state and local taxes*)

**Leadership Seminars** \$1,940.00

*\*A single dorm room will be provided for the entirety of training and the programs. Meals in the dining hall and flex points are provided as well.*

### **Personal and Professional Development**

- Mental Health First Aid training
- Team building
- Belonging and inclusivity training
- Event development and execution
- Leadership development through mentorship and leadership opportunities
- Gain experience working with diverse populations in collaboration environment

### **Schedule and Hours**

Resident Counselors will live on campus from July 18 – 31, 2024.

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

### **Supervision**

Resident Counselors report directly to the Pre-College Senior Program Director, Domestic Programs and the Pre-College Director.

### **2023 Application Timeline**

Applications open – September 29, 2023.

Applications close - February 28, 2024.

Due to the selectivity of this program, applicants will not be notified of LS positions until March, 2024.

### **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).