Summer Transition Program – Head Counselor

The Student Transition Program (STP) is currently seeking an energetic, diligent, and autonomous graduate-level student with a degree concentration in higher education, student affairs, or a related field.

About UMW:

The University of Mary Washington (UMW) is a coeducational, public institution with its residential campus in Fredericksburg, VA, 50 miles south of Washington, D.C. The University, with a total enrollment of nearly 5,000 students, is known for its commitment to academic excellence, strong undergraduate liberal arts program and dedication to life-long learning and professional development.

About STP:

The Student Transition Program (STP) is designed to prepare newly admitted freshmen students to be successful at UMW. The program supports the University’s mission of encouraging engagement among diverse communities through its summer program, year-long courses, and advising.

Position Description:

The Head Counselor (HC) is a para-professional within STP and reports to the program director. The HC is expected to contribute to the development of a schedule of activities for the STP students, supervise peer counselors, and assist with the coordination and operation of the summer program.

Core Responsibilities:

- Co-facilitate STP onsite workshops & classroom lectures with instructor-on-record
- Assist instructor-on-record with the planning and preparation of instructional materials
- Provide academic advisement
- Assist instructor-on-record with the evaluation of coursework
- Maintain scheduled office hours for student consultation

Other Responsibilities Include:

- Supervise Peer Counselors
- Coordinate and oversee the planning and execution of student activities and programs
- Assist in the counselor training and provide support and leadership to the counselors and students
- Enforce rules and regulations of the program as outlined in the UMW Student Handbook
Minimum Qualifications:

1. Graduating senior (i.e., completing course requirements between May-December 2016)
2. Experience as a resident assistant or knowledge of residence life policies
3. Supervisory or leadership experience with campus peers
4. Ability to work with diverse student populations
5. Excellent communication and interpersonal skills
6. Strong organization skills

Compensation:

- $3000.00 stipend for the six week summer residential program
- University room-&-board and dining during the program

Application procedure:

Candidates should submit a letter of interest, current resume, and three references with contact information to:

Student Transition Program  
University of Mary Washington  
Combs Hall 101  
1301 College Avenue  
Fredericksburg, VA  22401-5300

Please submit the requested documentation on or before Friday, April 8th, 2016.

For more information, please feel free to contact us at: (540) 654-2119 or via our website diversity.umw.edu/stp