Student Transition Program
2016 Summer Counselor Application

The Student Transition Program is currently seeking energetic and hardworking students for their summer counselor positions.

Qualifications & Requirements

Applications are DUE Friday, February 12, 2016 by 5:00p.m. Late applications will not be accepted.

Qualifications:

1. Must be a full-time University of Mary Washington student (rising junior or senior).
2. Must have a cumulative GPA of 2.85 or better by the end of the fall 2015 semester.
3. The ability to interact with people from diverse cultural backgrounds.
4. The ability to plan and implement academic, cultural, social and recreational activities.
5. The ability to tutor one or more subjects.
7. Knowledge of the University of Mary Washington’s support services, campus policies and procedures.
8. Strong interpersonal skills.
9. Exceptional organizational, communication, and social skills.

Job Requirements:

1. Assist in a variety of academic support functions including overseeing study halls and planning and presenting workshops.
2. Attend the formal counselor training sessions (i.e., March 19 & June 13-15, 2016).
3. Attend weekly staff meetings.
4. Conduct weekly meetings with your student group.
5. Meet with each of your assigned group members weekly to document their academic and social progress.
6. Participate in nightly and weekend duty rotations in the residence hall.
7. Ensure the completion of all checkout procedures.
8. Conduct hall meetings to announce upcoming events and to reinforce program rules and regulations.

9. Design door decorations and bulletin boards for students who reside in your area of the residence hall.

10. Oversee the planning and execution of designated extracurricular activities (e.g., bowling, movies, weekend activities).

11. Be available for the duration of the program (Friday, June 17, 2016 through Friday, July 22, 2016). The STP Director must approve any absence exceeding five hours.

12. Complete all duties and obligations assigned by the STP Director.

**Compensation:**
- $1200.00
- On campus room and board for duration of summer program

**Additional Requirements:**
- Counselors may not have additional employment during the summer program
- Only passing final grades in the selected course will be paid

**Please bring completed applications to:**

**Combs Hall, Suite 101 by Friday, February 12, 2016, no later than 5:00 p.m.**

**FMI:**
Please contact Mr. Justin Wilkes, STP Interim Director
(540) 654-1726
jwilkes@umw.edu
Combs 101, room 103
# STP Summer Counselor 2016 Application

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Do you have previous counseling, leadership, or residence life experience?
Yes____ No____

Please Describe:

Availability:
Would you be available from June 13, 2016 to July 22, 2016?  Yes____ No____

Are you taking a summer course? Yes____ No____

If yes, then please list the course and time?

*Please attach a resume and cover letter*

Return to Combs Hall, Suite 101 by Friday, February 12, 2016
No later than 5:00 p.m.