

Student Transition Program 2017 Summer Counselor Application

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

Qualifications & Requirements

Applications are DUE Monday, February 27, 2017 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 2016 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.
6. Knowledge of residence life policies.
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., April 13 & June 19-22, 2017).
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.

2017 STP Summer Counselor Application Requirements

(Continued)

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 23, 2017 through Friday, July 28, 2017). 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
- Counselors may not be enrolled in courses during the summer program

Please bring completed applications to:

Combs Hall, Suite 101 by Monday, February 27, 2017, 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 2017 Application

Last:	First:	Middle:
Address:		
City:	State:	Zip:
Email Address:		
Phone Number: Cell Number:		
UMW Box No.		

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

Yes _____ No _____

Please Describe:

Availability:

Would you be available from June 19, 2017 to July 28, 2017? Yes _____ No _____

****Please attach a resume and cover letter****

***Return to Combs Hall, Suite 101 by Monday, February 27, 2017
No later than 5:00 p.m.***