Counselor Duties and Expectations:

Counselors will:

1. Be expected to be available throughout the duration of the academy and stay each night in the residence hall (for night shift only); meals and housing will be provided.
2. Review academy materials and incorporate the concepts in daily interactions with students.
3. Facilitate and participate in all academy activities.
4. Assist the students in executing allocated projects (data gathering and analysis).
5. Prevent restricted associations between members of the opposite sex.
6. Supervise all meals and extracurricular activities during the afternoon and early evening.
7. Serve as the primary staff contact for a group of up to 10 students for the length of the program.
8. Interact daily with each student while in the program and be available for personal and academic assistance to students.
9. Respond to parental requests and questions during the program.
10. Be available to parents on check-in day and on the final day of the program to discuss their children.
11. Document incidents involving students and their parents on the appropriate forms provided by the director and return all forms and comments to the director by the end of the program.
12. Carry out other duties as assigned by the academy directors.

General Expectations:

1. Arrive on your contracted start date at the specified location and time.
2. Attend all designated orientation/training sessions.
3. Sleep in assigned dorm room each night. You may not leave at night unless approved by the Director (Pankaj Sharma) - for night shift only.
4. Refrain from the following behaviors:
   a. Consumption of alcoholic beverages at any time while you are employed by the program.
   b. Hosting overnight guests in the residence hall.
   c. Use of inappropriate language, including profanity, racial, ethnic, religious, and gender stereotyping, etc.
   d. Being on residence hall floors housing students of the opposite gender or having guests of the opposite gender on your floor without a compelling reason related to your official job duties.
   e. Discussing situations regarding students or staff with any other student or with staff who do not have a need to know.
5. Maintain professional relationships with staff and students at all times.
6. Dress and act professionally at all times.

Violations of these duties and expectations will result in sanctions, up to and including dismissal.
Student Counselor Responsibilities

Day counselors will need to make themselves available to assist with classes and perform other duties as assigned. Day counselors will also be required to accompany students on full-day program field trips. Night counselors remain with the students and must stay on call at the residence hall floor after lights out in case there is a problem during the night. List any potential conflicts on your application so they can be considered during the hiring process.

Honoraria

Night and Day Counselors will receive room and board while the program is in session and a base salary of $650. In addition, counselors will be fed three times daily. Planning meetings (e.g. work before the week of the program) will be remunerated at a rate of $10/hour, up to 10 hours per week.

Shift options

Counselors will split duties between a day and night shift. Hours for the day shift are from 7:00 am to 6:00 pm. Hours for the night shift are from 5:00 pm to 8:00 am.

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