

## **Summer Honors Program Counselor Position Summary and Description**

Summer Honors Program Counselors create and implement two weeks of nightly and weekend activities that introduce high school students to life on a college campus in a rigorous honors academic program. SHP Counselors are responsible for creating social experiences outside the classroom, instilling a sense of what is special about Indiana University of Pennsylvania and the Cook Honors College.

### **DUTIES INCLUDE:**

- Support to campers during their participation in academic, residential and social events.
- Plan and implement evening activities and events.
- Provide logistical and administrative support to professional staff and, in some cases, faculty in the implementation of daily instruction and activities.
- Act as a mentor, role model and support staff to students, building rapport among campers and creating a community that values and respects the uniqueness of each individual.
- Meet daily as part of a team to reflect, plan and implement effective evening programming and student support.
- Model and reinforce camp rules to support student safety.

Position Qualifications:

### **REQUIRED: Students must:**

- be a student in good standing in the Cook Honors College.
- be available to live on the IUP campus from July 21 - August 4, 2018

### **PREFERRED:**

**The Cook Honors College is interested in candidates who have communication skills and cross-cultural abilities to maximize their effectiveness with diverse groups of students, colleagues, and community members. Must be professional, reliable, and responsible. Given the high degree of contact with high school students, SHP counselors must be mature, firm of purpose and self-aware, yet open minded and flexible.**

**Essential Functions:**

*The work of this position occurs in a residence hall and college campus environment. Although infrequent, periods of heavy exertion may occur. Incumbent must have the following abilities:*

1. Work daily from 3 PM and 12 AM and through weekends during the duration of the camp.
2. Communicate both orally and in writing to issue, receive and carry out instructions and orders effectively and to convey information to a variety of co-workers and the general public
3. Perform manual duties such as lifting and carrying various weight limits.
4. Perform work which may require stooping, kneeling, bending, stretching and prolonged standing.
5. Provide assistance and guidance to internal and external customers.
6. Follow oral and written instructions

**Special Instructions to Applicants:**

Before applying, the applicant must confirm their federal Work Study award with the Financial Aid office.

**Committed to excellence through diversity, IUP is an equal opportunity employer M/F/H/V and is a proud member of the State System of Higher Education.**

*All offers of employment are subject to and contingent upon confirmation of work eligibility and satisfactory completion of all pre-employment background checks.*