Residential Counselor, Summer Programs
Lead Residential Counselor, Summer Programs

Dates: Thursday, July 1 – Monday, August 1, 2010

Compensation:
- Residential Counselor: $8.00/hour for on-duty work (40 hrs/week, totaling approximately $1,450)
- Lead Residential Counselor: $9.50/hour for on-duty work (40 hrs/week, totaling approximately $1,750)
- Room and board
- Planned recreational & program activities
- $25 phone stipend

Summary of Positions: Both positions are 24 hour, residential.

Residential Counselor: Directly supervises a group of residential and commuting high school students attending summer programs at the University of Southern California to maintain an overall 1:10 counselor to student ratio. Work independently and as part of a team to develop and implement recreational activities, maintain confidential student records, assist students in resolving conflicts, and chaperone student trips to academic field sites and local attractions.

Lead Residential Counselor: Leads a team of Residential Counselors (RCs). In addition to the responsibilities outlined above for RCs, Lead RCs oversee committee activities and responsibilities, including planning, scheduling and executing, serve as a resource to RCs for information and decision-making, and assist the Director and Assistant Director of Summer Programs with operational oversight.

Qualifications:
- Current USC Undergraduate or Graduate student of any major.
- Strong desire to work closely with, mentor, and be a positive role model for high school students.
- Possesses excellent organization skills, is self-directed and takes initiative, works well as part of a team, is mature, positive and energetic.

Preferred Qualifications: Prior experience working with high schools students, summer programs and/or residential programs. Completion of, or current enrollment in, USC’s EDCO-030x course a plus.

Responsibilities:

I. Available 24 hours a day, 7 days a week during the entire program for scheduling of on-call and on-duty work shifts.

II. Directly supervises a group of residential and commuting high school students in all activities. Chaperones student trips to academic field sites and local attractions, as assigned.

1) Enforces rules and regulations established for the summer programs. Takes appropriate disciplinary action for minor infractions of rules. Uses own judgment to refer issues to a supervisor. Documents all infractions and reports them to a supervisor.

2) Assists students with personal, inter-personal, and academic issues directly or by connecting students to campus resources. Mediates conflicts between students and refers conflicts to a supervisor as appropriate.

3) Assists in maintaining a safe and secure residential and campus environment. Reports suspicious activities to campus police. Responds to emergencies and immediately reports emergencies to a supervisor.
4) Maintains confidential student records, including health and health insurance documents, disciplinary records, and academic information. Follows federal and institutional guidelines for the maintenance of these records.

III. Works independently and as part of a team to develop, coordinate, and deliver activities for residential and commuting students. Serves on 2-3 of the following committees, as assigned:
- Recreational: Weeknight Activities; Intramurals; Weekend Field Trips; Party Planning
- Academics: Course Liaisons; Academic Field Trips; Academic Support
- Health Coordination: Health Records; Health Center/ER Visits
- Technical Support: Computer Lab; Electronic Rentals
- Operational Support: Errand Runners; Van Drivers

IV. Serves as liaison with main office and assists with administrative functions to ensure smooth coordination and communication between parents, students, residential staff, commuter staff, faculty members, teaching assistants, administrative staff and other campus departments.

V. Performs other duties as assigned.

Application Procedure:
Submit a copy of your resume and your answers to the following six questions:

1. Are you male or female?
2. Do you have a valid driver’s license?
3. Have you taken (or are you currently taking) EDCO-030? If yes, who is/was your instructor?
4. Do you wish to be considered for the Lead Residential Counselor position?

Essay Questions:

5. Describe how you would build community among your group of residential, high school students. Keep in mind the group will be diverse, with students from all over the country and abroad, ranging in age from 15-18 years. Which of your skills and past experiences would draw upon to establish rapport with and among your group of students?

6. Describe why you are interested in being a Summer Programs Residential Counselor. How does this position fit into your personal and/or professional goals or your USC program of study? What unique skills, experiences, background or perspective do you feel you have to contribute?

If you have any questions, contact the Office of Continuing Education & Summer Programs at (213) 740-5679 or sonnyhay@usc.edu.

Submit applications online through ConnectSC at: [http://careers.usc.edu/students/](http://careers.usc.edu/students/)
Job ID# 25110

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