

UConn Pre-College Summer
Residential Counselor for Student Welfare Job Description

PROGRAM OVERVIEW:

UConn Pre-College Summer (PCS) is committed to providing a safe and supportive living-learning environment, allowing rising high school sophomores, juniors and seniors to explore their academic interests, while gaining knowledge of institutional activities and social environments on a college campus. PCS serves as an exploratory experience where participants will gain an understanding of the college classroom with engaging University faculty and explore nuances and areas of college-life at a nationally ranked public University.

POSITION OVERVIEW:

Under the supervision of Pre-College Summer (PCS) administration, the **Residential Counselor for Student Welfare** is responsible for the management and intervention of daily crises occurring with program participants and staff. The position has been created to prevent and respond to incidents including bullying and sensitive concerns, as well as to be able to fully support students with anxiety, depression, and other conditions. This **full-time, live-in, afternoon and evening based position, with 24/7 on-call responsibility requires a 7-week commitment** (including weekends) for the period of **June 11, 2023 - July 30, 2023**. Residential Counselor duties are demanding and require maturity, genuine concern for program participants and staff, very strong interpersonal and leadership skills, and an understanding of Pre-College Summer goals and policies, as well as mental health, crises management and response practices. **The position will include room and board for 2 weeks of training and the 5 week program, and a stipend of \$5950 (before taxes).**

POSITION RESPONSIBILITIES AND DUTIES:

GENERAL AND STUDENT, STAFF, & COMMUNITY DEVELOPMENT

- Participate in a mandatory 1 week training prior to Community Manager staff and participant arrivals
- Assist, facilitate and participate in mandatory 1-week training for Community Manager staff
- Strive to establish a cohesive team with residential staff to help cultivate a positive familial community
- Actively assist with participant check-in, orientation, team building activities, safety trainings, etc. (*typically on Sundays*)
- Create and present various afternoon workshops and evening activities for participants centered around well-being, mental health care, stress management, and other areas of personal and professional interest
- Perform administrative duties as assigned including, but not limited to: distributing information, completing incident and triage reports, and checking and responding to email and phone communications
- Maintain open communication with parents/guardians in-person and via phone to address questions, concerns, emergencies, etc.
- Reside in assigned residence hall room throughout the duration of the program
- Assist in the evaluation of residential staff positions at close of the program
- Perform other tasks as assigned and as needed

RISK MANAGEMENT AND POLICY ENFORCEMENT

- Remain available and/or on-call to PCS staff, participants, and parents 24 hours/day, 7 days a week
- Assist with crisis intervention and respond to emergencies utilizing proper procedures, counseling and de-escalation skills, specifically those occurring during the evening and overnight
- Triage situations for mental health and counseling services in person
- Maintain participant safety by collaborating with other staff, and parents/guardians, including follow-up
- Facilitate disciplinary and conduct meetings with student then call their parent/guardian to inform of the situation
- Work with Hall Director, Hall Coordinators and Community Managers to examine and assure participant safety/security including fire safety, medical/emergency responses and handle all emergencies in accordance with established procedures

- Keep PCS professional staff informed and up-to-date on incidents, including communicating staff and participant concerns in a timely fashion, and reviewing and maintaining appropriate incident reports and records
- Maintain appropriate records and compile reports as needed or requested
- Maintain privacy and/or confidentiality when handling participant, staff, and community incidents and conflicts
- Be knowledgeable of, enforce, and personally abide by all University policies and procedures, as well as federal, state, and local laws
- Respond to other risk management and policy enforcement related tasks as they arise

MINIMUM ACCEPTABLE QUALIFICATIONS:

- Master’s degree or pursuing master’s degree in psychology, marriage and family therapy, mental health counseling, school counseling, social work, higher education/student affairs or related fields
- Excellent leadership and interpersonal skills, and an ability to communicate clearly and effectively
- Able to become familiar with the UConn Storrs campus and residence halls (including rules, regulations and policies)
- An understanding of the needs of, and interest in working with, high school sophomores/juniors/seniors
- A desire to work collaboratively with Hall Director and Hall Coordinators to help lead a highly functioning team
- Ability to adapt easily and think quickly in fast-paced, ever-changing situations and emergencies
- Must be eligible to work in the US (International students on F-1 and J-1 visas may work on campus within the employment rules authorized by their visa [UConn International Student Employment](#))
- **Have no other scheduled commitments** that would conflict with performing the duties/schedule of this role (classes, research, appointments, jobs, practice, GA commitments, etc.)

PREFERRED QUALIFICATIONS:

- Previous experience as a Resident Assistant (RA) or Hall Director in a campus setting
- Accreditations or licensures pertaining to job qualifications and duties
- Prior experience working in similar setting and/or program with minors on a college campus
- Prior experiences working with students with anxiety, depression, mental health illness, ADHD, etc., particularly through experiences in outpatient clinics or one-on-one counseling sessions
- Familiarity with Americans with Disabilities Act (ADA), HIPAA, Title IX of the Educational Amendments of 1972, and Connecticut General Statutes in regards to minor protection policies

NOTE: Selected candidates will be required to complete an online portion of CPR/First Aid training and an online Minor Protection training before official training begins. A criminal background check of selected candidates is required through the UConn Office of Minor Protection.

ADDITIONAL DETAILS:

Position Description: Please note that changes may be made to this position description.

PCS is currently planning for an in-person summer program on the UConn Storrs campus. If the decision is made in spring 2023 to move the program partially or fully online, the duties of this role will no longer be needed. Changes will be communicated to applicants as they are made.

Qualified applicants will be invited to participate in an interview (either in-person or via online video) in January 2023. Please take note of the [application timeline](#).

For more information or if you have any questions, please contact Megan Go, PCS Graduate Assistant at mlg15105work@uconn.edu. **Use Subject Line:** PCS Residential Counselor Position

TO APPLY FOR THIS POSITION, PLEASE USE THE FOLLOWING LINK:

<https://pcs.uconn.edu/summerjobs/>