**Project Uplift Activity Counselor**  
*University Office for Diversity & Inclusion*

**JOB DESCRIPTION:**  
The Project Uplift Activity Counselor is a vital member of the Project Uplift team who – under the supervision and direction of the Project Uplift Coordinator and Director – serves as a resource, facilitator, and positive role model for Project Uplift Participants. Activity Counselors must monitor students during all academic and enrichment activities and lead class visits and information session. Activity Counselors will be responsible for facilitating the overall experience of a small group of Project Uplift Participants by creating and implementing inclusive activities that enhance the academic experience and promote higher education. Activity Advisors will work with Project Uplift to empower participants to engage in Project Uplift’s co-curricular experiences. Activity Counselors are the front-line staff members and must assist participants in learning more about UNC based on their knowledge and involvement in the University while also creating an environment where students can live, learn, and thrive.

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<th>RESPONSIBILITIES</th>
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<td>The following is a summary of expected duties. The list is not comprehensive and additional duties may be assigned at any time during appointment.</td>
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<td>• The AC will be assigned a small group of participants for which they will be responsible during the course of the program.</td>
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<td>• The AC <strong>MUST</strong> stay overnight, onsite from 7 p.m. Wednesday to 10 a.m. Saturday morning.</td>
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<td>• The AC will be responsible for shaping and leading the entire Project Uplift experiences for participants.</td>
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<td>• The AC will be responsible for touring and escorting students to all academic sessions and rewarding exemplary participants.</td>
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<td>• The AC will facilitate interdisciplinary, experiential learning sessions for all participants and monitor and observe class visits and information sessions.</td>
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<td>• The AC, and all other Project Uplift staff, will be responsible for the general well-being of PU participants and will be responsible for enforcing all rules, regulations and expectations of PU Participants.</td>
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<td>• The AC will serve as a source of information regarding general student life at Carolina, campus services, Project Uplift activities, and all other aspects of the program.</td>
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<td>• ACs will participate in a Project Uplift committee and fulfill all committee duties as assigned.</td>
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<td>• ACs will assist with administrative task during Project Uplift as delegated by D&amp;I staff. These task will include, but not be limited to: assisting with registration, parking &amp; move-in, distributing materials to participants, distributing and collecting participant evaluations, assisting with program presentations, attending various program sessions, making signs, collating materials and assembling nametags, running errands, assisting with cleaning residents halls after sessions, and assisting with all check-out duties.</td>
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<td>• The ACs will engage in reflective assessment activities thought their term of employment and must provide a written report reflecting on their experience, knowledge, skills, and development that will be turned in at the beginning of each Wednesday night staff meeting.</td>
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<td>• ACs will assist with other duties related to D&amp;I and Project Uplift as assigned.</td>
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LEARNING OUTCOMES

As a result of employment in this position, students will:

- Be able to effectively mitigate risk and respond appropriately in emergency and/or crisis situations
- Understand the basic pedagogy of establishing and creating a safe, supportive and academically curious living learning community
- Learn proper group facilitation techniques through experiential learning opportunities
- Develop a deeper awareness of implicit bias and an increased comfort level in addressing concepts and language regarding diverse communities.
- Exemplify creative problem solving skills through day-to-day troubleshooting
- Connect transferrable skills gained through this role to professional career goals

QUALIFICATIONS

- Possess a positive attitude, high energy level, knowledge of and enthusiasm for Carolina.
- Ability to work with students representing a wide variety of backgrounds and interests
- Demonstrate an interest in providing educational access to rising high school seniors and exposing them to activities unique to college life.
- Demonstrate interest in advancing skills learned from the AC position.
- Exhibit good teamwork, communication, and interpersonal skills.
- Demonstrate a desire to create an inclusive community at Carolina and exhibit a desire to work with a diverse group of participants, staff, faculty, and administrators.
- Demonstrate the ability to problem solve, be proactive, and manage conflict.
- Exhibit leadership and professional skills.
- Have a working knowledge of university resources.
- Agree to abide by all university policies and civic laws.

CONDITIONS OF EMPLOYMENT

A. Program Dates
   a. Project Uplift is scheduled for May 24-26, May 31-June 2, June 7-9, and June 14-16. ACs must be able to work all four weekends.

B. Academic Standing
   a. ACs must be full-time undergraduate students; have a minimum 2.5 GPA and be in good disciplinary standing with the University

C. Supervision
   a. All ACs will be directly supervised by the Project Uplift Coordinator and Director, who will be assisted by D&I staff and graduate assistants.

D. Summer Classes & Employment
   a. ACs may NOT be enrolled in summer school classes

E. Training Dates
   a. ACs must attend all mandatory training sessions throughout the spring semester, as well as a final mandatory training beginning the evening of May 18 through May 20th.

F. Weekly Meetings
   a. During the course of the program, ACs must attend MANDATORY Wednesday night staff meetings to review the program and confirm assignments.

G. Conduct
   a. ACs must understand this position carries an obligation to conduct themselves in a manner appropriate to their position as representative of the University and to live and work in accordance with, uphold, and abide by all University policies and regulations. Any violation of these policies will be reviewed and addressed on a case-by-case basis and may result in immediate termination.