## JOB DESCRIPTION:
The Project Uplift Community 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 counselor and positive role model for Project Uplift Participants. Community Counselors will be responsible for facilitating wellness and student life sessions using techniques learned through training seminars. Community counselors must also facilitate successful transitions of students between sessions and monitor students during evening hours. Additionally, Community Counselors engage participants in meaningful discussions about college and encourage them to pursue post-secondary education.

## RESPONSIBILITIES
The following is a summary of expected duties. The list is not comprehensive and additional duties may be assigned at any time during appointment.

- The CC will assist Resident Counselors and Activity Counselors on assigned projects.
- The CC will be responsible for facilitating successful transitions of students between sessions and will help monitor students during evening hours.
- The CC, 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.
- The CC will serve as a role model and facilitator to participants during small and large group settings.
- The CC 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.
- CCs will provide assistance with group activities and monitor and observe class visits and information sessions.
- CCs will participate in a Project Uplift committee and fulfill all committee duties as assigned.
- CCs will assist with administrative task during Project Uplift as delegated by D&I staff. These task will include, but not be limited to: assisting with registration, parking & 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.
- The CCs 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 completion of the program.
- CCs will assist with other duties related to D&I and Project Uplift as assigned.

## 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
- Develop a deeper awareness of implicit bias and an increased comfort level in addressing concepts and language regarding diverse communities.
### QUALIFICATIONS

- Exemplify creative problem solving skills through day-to-day troubleshooting
- Connect transferrable skills gained through this role to professional career goals

- Possess a positive attitude, high energy level, knowledge of and enthusiasm for Carolina.
- 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 CC 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. CCs must be able to work three of four weeks.

#### B. Academic Standing
  a. CCs 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 CCs 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. CCs enrolled in summer school may take no more than a total of seven (7) credit hours.
  b. CCs may NOT hold part-time jobs which CONFLICT in any way with their Project Uplift responsibilities. If you have a part-time job, you MUST be available Wednesdays at 5:00PM until Saturdays 11:00AM, beginning May 23.

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

#### F. Weekly Meetings
  a. RCs must attend MANDATORY Wednesday night staff meetings to review the program and confirm assignments.

#### G. Conduct
  a. RCs 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.