Uplift PLUS (UP) Counselor
University Office for Diversity & Inclusion

JOB DESCRIPTION:
The Uplift PLUS Counselor is a vital member of the Uplift PLUS team who – under the supervision and direction of the Director of Student Engagement and Recruitment Programs Coordinator – serves as an academic tutor, resource, facilitator, and positive role model for Project Uplift Participants. Counselors must monitor students during all academic and enrichment activities and lead class visits and information session. Counselors will be responsible for creating a positive, constructive living/learning environment and will be responsible for monitoring students during evening hours. Additionally, Counselors communicate information regarding the Uplift PLUS program, engage participants in meaningful discussions about college, and assist participants in connecting with peers. Counselors must assist the Uplift PLUS coordinator with planning and implementing weekly activities. Counselors must assist with transitions to and from sessions, classes, meals and recreation activities and must assist participants with residence hall needs. Counselors must serve as English tutors and provide support during study hall hours.

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.

- Counselors will administer and advise living/learning experience for participants who reside in residence halls.
- Counselors will serve as tutors for ENGL 100 and help during study hall hours.
- Counselors **MUST** stay overnight, onsite from 7 p.m. Wednesday to 10 a.m. Saturday morning.
- Counselors will be responsible for shaping and leading the entire Project Uplift experiences for participants.
- Counselors must educate participants on Uplift PLUS community procedures including but not limited to safety and security guidelines, Community Living Standards, recycling, mail and package distribution and assignments processes.
- Counselors must demonstrate a commitment to diversity and must foster an inclusive community environment.
- Counselors must serve in an on-call rotation that observes, addresses, and responds to the needs of the community as outlined by D&I staff.
- Counselors will be responsible for escorting students to and from sessions, classes, meals and recreation activities.
- Counselors will facilitate interdisciplinary, experiential learning sessions for all participants and monitor and observe class visits and information sessions.
- Counselors will assist the UP coordinator in planning and implementing weekly activities.
- Counselors 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.
- Counselors will serve as a source of information regarding general student life at Carolina, campus services, Uplift PLUS activities, and all other aspects of the program.
- Counselors will assist with administrative task during Uplift PLUS 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, running errands, assisting with cleaning residents halls after sessions, and assisting with all check-out duties.

- Counselors 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 conclusion of the program.
- Counselors 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
- 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 counselor 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 sills.
- Have a working knowledge of university resources.
- Agree to abide by all university policies and civic laws.

### CONDITIONS OF EMPLOYMENT

**A. Program Dates**
- Uplift PLUS will be held from June 24 – July 27.

**B. Academic Standing**
- Counselors must be full-time undergraduate students; have a minimum 2.5 GPA and be in good financial, disciplinary, and academic standings with the University.

**C. Supervision**
- All Counselors will be directly supervised by the Recruitment Programs Coordinator and Director, who will be assisted by D&I staff and graduate assistants.

**D. Summer Classes & Employment**
- Counselors enrolled in summer school may take no more than four (4) credit hours.
- Counselors may not hold any outside jobs.

**E. Summer Living**
- Counselors will be provided housing during course of the program
- Counselors must stay overnight, onsite in Uplift PLUS housing during the course of the program.
F. Training Dates
   a. Counselors must attend mandatory training sessions throughout the spring semester, as well as a final mandatory training at the beginning of the program.

G. Conduct
   a. Counselors 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.