**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 Recruitment Programs Specialist, 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 Counselors will work 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 of and involvement with the University while also creating an environment where students can live, learn and thrive.

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<th>RESPONSIBILITIES</th>
<th>The following is a summary of expected duties. The list is not comprehensive and additional duties may be assigned at any time during appointment.</th>
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|                  | • Be assigned a small group of participants for which they will be responsible during the course of the program.  
|                  | • **MUST** stay overnight, onsite from 7 p.m. Wednesday to 10 a.m. Saturday morning.  
|                  | • Be responsible for shaping and leading the entire Project Uplift experiences for participants.  
|                  | • Be responsible for touring and escorting students to all academic sessions and rewarding exemplary participants.  
|                  | • Facilitate interdisciplinary, experiential learning sessions for all participants, monitor, and observe class visits and information sessions.  
|                  | • Along with other Project Uplift staff, be responsible for the general well-being of PU participants and will be responsible for enforcing all rules, regulations and expectations of PU Participants.  
|                  | • Serve as a source of information regarding general student life at Carolina, campus services, Project Uplift activities and all other aspects of the program.  
|                  | • Participate in a Project Uplift committee and fulfill all committee duties as assigned.  
|                  | • Assist with administrative tasks during Project Uplift as delegated by D&I staff. These tasks 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.  
|                  | • Engage in reflective assessment activities throughout their term of employment and provide a written report reflecting on their experience, knowledge, skills, and development that will be submitted each week.  
|                  | • 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:**  
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<td>• Understand the basic pedagogy of establishing and creating a safe, supportive and academically curious living learning community.</td>
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- 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.
- Be able to effectively mitigate risk and respond appropriately in emergency and/or crisis situations.

**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.
- Demonstrate the ability to problem solve, be proactive and manage conflict.
- 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 23-25, May 30-June 1, June 6-8, and June 13-15. ACs must be able to work all four sessions.

**B. Academic Standing**
   a. Be full-time undergraduate student, have a minimum 2.5 GPA and be in good disciplinary standing with the University

**C. Supervision**
   a. Will be directly supervised by the Recruitment Programs Specialist, who will be assisted by D&I student staff and graduate assistants.

**D. Summer Classes & Employment**
   a. ACs may NOT be enrolled in summer school classes.
   b. AC may NOT hold a part-time job that CONFLICTS 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 22.

**E. Training Dates**
   a. ACs must attend mandatory training beginning the evening of May 17th through May 19th. Training schedule to be announced in April.

**F. Summer Living**
   a. ACs will be provided housing during course of the program.
   b. ACs must stay overnight, onsite in Project Uplift housing, from 5:00pm Wednesday to 11:00am Saturday.
   c. Meals are provided during program dates.
   d. ACs may not have any guest(s) from 5:00pm Wednesday to 11:00am Saturday.

**G. Weekly Meetings**
a. During the course of the program, ACs must attend MANDATORY Wednesday night staff meetings at 5:00pm to review the program and confirm assignments.

H. 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.