



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 Recruitment Programs Specialist, serves as an academic tutor, resource, facilitator, and positive role model for 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	<p>The following is a summary of expected duties. The list is not comprehensive and additional duties may be assigned at any time during appointment.</p> <ul style="list-style-type: none"> • Administer and advise living/learning experience for participants who reside in residence halls. • Serve as tutors for ENGL 100 and help during study hall hours. • MUST stay overnight for the duration of the program. Each counselor will have the opportunity to choose (1) weekend to be off duty. • Responsible for assisting with the shaping and leading of experiences for participants. • 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. • Must demonstrate a commitment to diversity and must foster an inclusive community environment. • Serve in an on-call rotation that observes, addresses, and responds to the needs of the community as outlined by D&I staff. • Be responsible for escorting students to and from sessions, classes, meals and recreation activities. • Facilitate interdisciplinary, experiential learning sessions for all participants and monitor and observe class visits and information sessions. • Assist the UP coordinator in planning and implementing weekly activities. • Be responsible for the general well-being of UP participants and will be responsible for enforcing all rules, regulations and expectations of UP participants. • Serve as a source of information regarding general student life at Carolina, campus services, Uplift PLUS activities and all other aspects of the program. • Assist with administrative tasks during Uplift PLUS as delegated by D&I staff. These tasks will include, but are not 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.
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	<ul style="list-style-type: none"> 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 turned in at the conclusion of the program. Counselors will assist with other duties related to D&I and Uplift PLUS as assigned.
<p>LEARNING OUTCOMES</p>	<p>As a result of employment in this position, students will:</p> <ul style="list-style-type: none"> 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. Be able to effectively mitigate risk and respond appropriately in emergency and/or crisis situations.
<p>QUALIFICATIONS</p>	<ul style="list-style-type: none"> 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 skills. Have a working knowledge of university resources. Agree to abide by all university policies and civic laws.
<p>CONDITIONS OF EMPLOYMENT</p>	<p>A. Program Dates</p> <ol style="list-style-type: none"> Uplift PLUS will be held from June 21 – July 24, 2020. <p>B. Academic Standing</p> <ol style="list-style-type: none"> Be full-time undergraduate students; have a minimum 2.5 GPA and be in good financial, disciplinary and academic standing with the University. <p>C. Supervision</p> <ol style="list-style-type: none"> Will be directly supervised by the Recruitment Programs Specialist, who will be assisted by D&I student staff and graduate assistants. <p>D. Summer Classes & Employment</p> <ol style="list-style-type: none"> If enrolled in summer school, counselor may take no more than four (4) credit hours. Counselor may NOT hold a part-time job that conflicts greatly with their Uplift PLUS responsibilities. If you have a part-time job, you MUST be generally available in the afternoon and evenings each day during the program. <p>E. Summer Living</p>



- a. Counselors will be provided housing during course of the program.
- b. Counselors must stay overnight, onsite in Uplift PLUS housing during the course of the program.
- c. Counselors will be provided dinner every night of the program, and a one card stipend for all other meals (the amount will be determined later).

F. Training Dates

- a. Counselors must attend mandatory training at the beginning of the program held on June 21.

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.