



**Summer Institutes Counselor
Group Activity Coordinator**
University Office for Diversity & Inclusion

JOB DESCRIPTION:

The Summer Institutes Counselor is a vital member of the Diversity and Inclusion team who, under the supervision and direction of the Director for Student Access and Success, serves as an ambassador for D&I to the student body, engage in recruitment activities on behalf of D&I and serve as a positive role model for prospective students.

Summer Institutes Counselors will be responsible for assisting in the development and execution of D&I access initiatives and activities and will follow the leadership of the D&I professional staff as well as well as leaders (Student Ambassadors) of the Student Committee for Access and Success. Summer Institutes Counselors will work to promote diversity, equity and inclusion within D&I recruitment programming and assist with recruiting students from a diversity of backgrounds to volunteer with Student Access and Success (SAS). Summer Institutes Counselors are the front-line staff members and must assist prospective and current students 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.

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> <p><u>General</u></p> <ul style="list-style-type: none"> • Facilitate small group sessions • Abide by all university policies and D&I expectations • Attend mandatory trainings (Minors on Campus, Safe Zone) • Actively and appropriately participate in virtual engagement experiences • Be present and attentive in small group sessions, and on time for face to face and/or virtual engagement experiences • (if virtual) have camera on with appropriate background, and attire • Be accounted for and communicate with proper parties regarding presence or absence • Understand the role of being a part of the recruitment and retention process for UNC and D&I endeavors • Exhibit comprehension of building community, and the university and D&I office mission and goals • Be able to properly and adequately communicate successes and areas for improvement • Professionally adhere to conflict resolution • Meets 1:1 with student participants as needed or requested • Must be available for the duration of Project Uplift and/or Uplift PLUS (if hired for Uplift PLUS) • Must document and report any circumstances or experiences that call for concern or action with program participants • Must maintain appropriate relationships with program participants
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	<ul style="list-style-type: none"> • For Uplift PLUS: must attend classes/courses for study (SAT/ACT prep/leadership/English, etc.) with participants – if attending Summer school, must notify SAS Team in advance of Summer school schedule and other obligations that could effect attendance • Lead/develop community building activities and discussions <p><u>Group Activity Coordinator</u></p> <ul style="list-style-type: none"> ○ Assists in planning and facilitating large group events for summer programs. <ul style="list-style-type: none"> • Must be available for the duration of Project Uplift and/or Uplift PLUS; will receive a stipend for Project Uplift and a stipend for Uplift PLUS (if hired for Uplift PLUS) • Must aid in developing and implementing activities for in-person (and/or) virtual engagement for program participants • Understand individual role(s) in university and D&I recruitment and retention efforts • Display knowledge of intercultural competence, and critical thinking through engagement and fulfillment of tasks • Report to professional D&I staff (SAS Team) • <i>Routinely meets with program student lead, program counselors and program participants</i>
<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. • Candidates should be well skilled in the following areas: <ul style="list-style-type: none"> ○ Critical thinking and creative problem solving. ○ Detail oriented and time management skills. ○ Public speaking skills. ○ Demonstrate decision-making skills and the ability to prioritize plan, manage, and coordinate activities for program participants ○ Ability to work with sensitive information. ○ Ability to work independently and with a group. • Have a working knowledge of university resources. <p>Agree to abide by all university policies and civic laws.</p>
<p>CONDITIONS OF EMPLOYMENT</p>	<p>A. Duration of Appointment</p> <p>a. (<i>For Project Uplift and Uplift PLUS</i>) This appointment will be from: Project Uplift: May 1st – June 17th Uplift PLUS: May 1st – July 29th</p>



	<p>B. Academic Standing</p> <ul style="list-style-type: none">a. Be full-time undergraduate student, have a minimum 2.5 GPA and be in good disciplinary standing with the University <p>C. Supervision</p> <ul style="list-style-type: none">a. Be directly supervised by the Director for Student Access and Success, who will be assisted by D&I professional staff and graduate assistants as well as Student Ambassadors. <p>D. Weekly Responsibilities</p> <ul style="list-style-type: none">a. During the course of Project Uplift, Summer Institutes Counselors must attend all Project Uplift sessions. For Uplift PLUS, counselors must be present for delegated sessions. <p>E. Conduct</p> <p>Summer Institutes 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.</p>
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