Engineering Summer Program Residential Counselor Position

Engineering Summer Program Overview
The Engineering Summer Program (ESP) is a fully funded, six-week residential program for students who will be high school juniors or seniors in the upcoming school year. The ESP curriculum provides students with a glimpse of the first year engineering curriculum and exposure to college life. Courses in the program include math, physics, chemistry, engineering, and technical communications. Other structured programming such as industry site visits, fieldtrips, guest lectures, workshops, and faculty mentoring will help students gain a better understanding of the field of engineering and its applications.

The ESP Program is targeted to high school students from groups traditionally under-represented in the STEM (science, technology, engineering, mathematics) field. Students that identify as African-American, Native American, Latino/a, Laotian, Vietnamese, Hmong, and Cambodian students are especially encouraged to apply. Students from rural regions, as well as women from all backgrounds are also strongly encouraged to apply.

Hours/Days of Work
Engineering Summer Program Counselors work approximately 40 hours per week during the program, including evening/weekend hours each week. During June, as we prepare for the start of the program with training, move-in and the opening ceremony, counselors will be expected to attend trainings, meetings and help prepare for the arrival of program participants. Residential Counselors should avoid scheduling other large commitments during the duration of the program. Residential Counselors are required to attend all industry visits and fieldtrips. The commitment of additional interests outside of the residential counselor role requires prior approval from the Director of the Engineering Summer Program.

The overall role of the residential counselor is to provide 1) guidance 2) leadership and 3) serve as a mentor and role model for program participants 4) provide a safe and inclusive environment that supports learning.

Number of Positions Available: 4 (2 male: 2 female)

• Early move-in date for Housing Residents is Wednesday morning, June 15th, 2016
• Training begins on June 15th, 2016. You will be notified of the specific training dates, times and locations upon hiring.

Eligibility
• At time of start date, Residential Counselors must have completed 2 semesters of college post high school.
• During pre-employment a student must be in good standing with the University: the student may not be on university disciplinary probation for academic or non-academic reasons
• U.S. Citizen

Compensation
• Up to - $3,000 Salary + Room and Board (3 meals per day at Four Lakes Market)

Duties and Responsibilities
• Work closely with and under the supervision of the Director of the Engineering Summer
• Program to maintain and develop frequent, regular, and effective communications with fellow staff, instructors and students.
• Collaborate with program instructors and staff to plan and execute programs, outings and events
• Attend and actively participate in regular staff meetings
• Maintain housing records, health files and medical incident reports confidentially and according to University Policy
• Complete all administrative tasks as assigned by the Director of the Engineering Summer Program.
• Implement Housing/Residence Life programming in the hall, including, but not limited to: resident activities, and other extracurricular programming both on and off campus during evenings and weekends under the Director’s supervision
• Host programming that promotes diversity-inclusion.
• Work with other residential staff and the Director of the Engineering Summer Program to mentor, facilitate and implement dialogues among program participants that explore engineering degree programs, UW-Madison opportunities/benefits and careers in the field of engineering
• Coordinate study sessions with students and instructors that maximizes learning outcomes
• Assist the Director in hosting pre-college evening sessions that promotes professional development, and college readiness
• Work with the Director to facilitate weekend travel for participants including pick up and drop off from an authorized adult or family member
Serve as a resource to refer students to UHS and other services on campus as needed
Develop and foster leadership among residents and staff to lead meaningful programming and other activities.
Oversee the on campus transportation of participants to classes until notified by the Director
Support Housing’s Core Values and our commitment to establish inclusive, respectful and caring communities that contribute to academic success.
Anticipate, understand and address the academic/social needs and interests of residents
Provide insight into effective strategies to engage and involve participants, both in the hall and on campus and in Madison throughout the duration of the program.
Follow compliance with UHS pertaining to medication schedules
Work collaboratively with partner programs within the Lakeshore community

Minimum Qualifications
- Ability to work in a dynamic team
- High Level of decision making capacity
- Knowledge of Professional boundaries with participants, staff, and fellow counselors
- Attention to detail
- Excellent interpersonal skills
- Experience or strong desire to work with high school aged students from underrepresented backgrounds
- Ability to effectively communicate both verbally and in writing
- Understand and behave with a high level of integrity and complete confidentiality at all times.
- The ability to be a team player and act in a leadership capacity
- Knowledge base of STEM related coursework
- Exercise good judgment on a daily basis and during emergencies

Hiring Information
Please submit a resume, cover letter outlining why you would be a good candidate for the position to: Megan Thilmony, Diversity Affairs Office Communication Specialist: thilmony@wisc.edu

- Deadline to ensure priority consideration is: 11:59pm on Friday, March 4th, 2016
- Staff must undergo a Criminal Background check and first aid/CPR training
- Residential Counselors must be eligible to drive a state owned vehicle by June 1st
- This position is not eligible for benefits