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 into the first year of engineering curriculum and exposure to college life. The courses in the program are math, physics, chemistry, engineering, and technical communications. Other structured programming includes industry site visits, field trips, guest lectures, workshops, and faculty mentoring.

ESP is targeted at high school students from groups traditionally underrepresented in the STEM (science, technology, engineering, mathematics) field. Students that identify as African-American/Black, Native American, Latino/a, Laotian, Vietnamese, Hmong, and Cambodian students are particularly encouraged to apply, as are students from rural regions, low-income students, first generation college students, and women from all backgrounds.

**Hours/Days of Work:**
Engineering Summer Program counselors work approximately 40 hours per week during the program, including evening/weekend hours each week. In June, counselors will be expected to attend trainings, meetings and help prepare for the arrival of program participants. Residential Counselors may not schedule other large commitments during the duration of the program. Residential Counselors are required to attend all industry visits and fieldtrips.

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

**Dates of Employment:** Wednesday, June 14, 2017 – Saturday, July 29, 2017
- Early move-in date for Housing Residents is Wednesday morning, June 14th, 2017
- Training begins on June 14th, 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, plus room and board (housing in Dejope Hall, 3 meals per day at Four Lakes Market)

**Duties and Responsibilities:**
- Maintain and develop regular and effective communications with fellow staff, instructors, and students
- Attend and actively participate in regular staff meetings
- Maintain housing records, health files, and medical incident reports confidentially and according to University policy
- Complete administrative tasks as assigned by the Director of the Engineering Summer Program
- Design and implement on- and off-campus resident activities for evenings and weekends, under the Director’s supervision
- Host programming that promotes diversity and inclusion, professional development, and college-readiness
- 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
- 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
- Oversee the on campus transportation of participants to classes until notified by the Director
- Anticipate, understand, and address the academic/social needs and interests of residents
- Provide insight into effective strategies to engage and involve participants, both on campus and in Madison
- 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 and take on a leadership role
- Strong decision-making capacity, especially in emergencies
- Knowledge of professional boundaries with participants, staff, and fellow counselors
- Attention to detail
- Excellent interpersonal skills
- Experience with or strong desire to work with high school aged students from underrepresented backgrounds
- Ability to effectively communicate, both verbally and in writing
- Demonstrate high level of integrity and act with complete confidentiality at all times.
- Strong knowledge-base of STEM-related coursework

Hiring Information:
Please submit a resume and cover letter to: Megan Thilmony, Diversity Affairs Office Communication Specialist at thilmony@wisc.edu

- Deadline to ensure priority consideration is: 11:59pm on Sunday, March 19th, 2017
- 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