



UPWARD BOUND PROGRAM
 5701 DELHI ROAD, CINCINNATI, OHIO 45233-1672
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MENTOR COUNSELOR FOR SUMMER ACADEMY

JOB DESCRIPTION

Position Title: Mentor Counselor (MC)	Department: Upward Bound
Classification: Summer Employment	Reports to: Director & Academic Advisor
Salary: Weekly full time salary	Job Description March, 2012
	Review Date:

Supervision Exercised: Responsible for supervising a group of 8 to 10 high school students at all times.

Purpose: The Upward Bound office has exceptional summer employment opportunities, for Students interested in mentoring high school students, in our community. Mentor Counselors (MC) are responsible for supervision of Upward Bound students (approximately 8-10 per MC) during a six-week summer component (June 11, 2012 through July 20, 2012). MC's will begin work on **June 4, 2012** with the mandatory orientation and training workshops. Mentor Counselors will work collaboratively as a team, live in the residence halls (M-F) during the 5 week residential program, travel with the program participants during the College Exploration Tour (week 6), assist instructors in classes, and participate in a variety of activities with the students, including recreational and study group supervision.

- Duties:**
- Participate in a mandatory orientation, training and planning session.
 - Work collaboratively as a TEAM with other counselors to assist the Upward Bound staff in any manner.
 - Initiate and create personal enrichment activities for summer academy students.
 - Establish rapport with each student assigned to you (approximately 8 - 10 students).
 - Transport and supervise students on field trips and participate in all evening activities.
 - Identify students' problem areas and refer them to the Director or Academic Advisor.
 - Enforce residence hall and program rules and policies consistently.
 - Know where your students are at all times, and be accessible to them.
 - Attend all Mentor Counselor general meetings with the Mentor Counselor Supervisor.
 - Report and document any student infraction or misconduct to UB program administrators.
 - Wake your students in the morning for classes.
 - Conduct a bed check each night and enforce the "lights out" rule.
 - Work with several UB instructors as tutors for their students.

Qualifications:

Education: Education majors preferred; Completed sophomore year in college minimum or Bachelor's degree.

Experience: Prior experience with working with adolescents who are generally underserved or low income; Group facilitation experience; Experience with event planning and tutoring.

Transportation: To drive MSJ vehicles Mentor Counselors must have a Valid Driver's License and Insurance.

**Skills and
Attributes:**

Attitude

- Exhibit a “student first” and “team first” orientation in providing exceptional service in all responsibilities and interactions demonstrating versatility in handling people and situations
- Adapt willingly and quickly to changing priorities, responsibilities, and student-faculty-staff needs and expectations; anticipate and identify department and other student-faculty-staff needs
- Available to rotate through multiple time frames of service operations
- Demonstrate an enthusiastic approach to duties and commitment to Upward Bound
- Demonstrate a high level of maturity with a keen sense of responsibility
- Demonstrate the ability to empathize with others and work effectively with students from diverse backgrounds.
- Demonstrated ability to assume the necessary initiative and perform tasks with little supervision.

Teamwork & Communication

- Collaborate well with others and help make the Upward Bound MC’s a cohesive group
- Communicate, cooperate and collaborate well with others to achieve common Upward Bound goals.
- Willingly assist in various responsibilities as appropriate
- Demonstrate strong interpersonal, public speaking, and organizational skills, a sense of humor, flexibility, and creativity
- Communicate information clearly and concisely and listen well to others
- Must have qualities of empathy, integrity, confidentiality, respect and the ability to communicate effectively and diplomatically with groups and individuals.

Academics

- Be willing to commit to 6 weeks of the summer academy
- Must be a flexible person, capable of relating to a diverse clientele
- Knowledgeable in assessing student academic strengths and deficiencies
- Previous mentor/tutoring experience is an asset

Work Environment

Physical Demands:

- Multiple service hours; standing or sitting in one position for long periods; multiple concurrent tasks with service interruptions; strict confidentiality; walking for extended periods of time; driving 12 passenger van; sports and activity participation

Wishing to Apply?

Send a compelling Cover Letter and Resume to christopher_goins@mail.msje.edu by **March 1, 2012**. The subject line should be **MSJ UB Mentor Counselor Position**.

NO PHONE CALL INQUIRIES.