SUMMER INSTITUTE HEAD COUNSELOR JOB DESCRIPTION

- Will live in dormitory on UND campus with Summer Institute participants grades 7th through 12th to serve as “parental guide” displaying leadership and as an authority figure for both students and counseling staff for the six-week academic enrichment session
- Will supervise all activities in the dorm to ensure compliance with program standards and all UND policies as they pertain to minors and staff on campus, housing policies, use of property & buildings, codes, and policies etc.
- Will monitor counseling staff to maintain a positive, family oriented living environment for all students and staff.
- Will handle dorm, student, counselor, and other issues and report to SI Coordinator.
- Will work daily with the SI Coordinator through communications and/or meetings to ensure the program is running smoothly
- Will accompany students on all field trips and activities.
- Will provide wisdom and guidance to staff and students.
- Will assist in the training of counseling staff they supervise
- Will be on duty **twenty-four hours per day** for the six week period. Three assigned days off will be given at the discretion of the SI Coordinator.
- Dates of employment are **May 30th through July 15th, 2016**.
- The INMED Program pays room and board costs.

QUALIFICATIONS:

Must have positive, caring attitude and enjoy working with young people.
Must be willing to travel with students and have valid drivers license.
Experience working with young adults desired.
Supervisory experience is helpful.
Experience working with American Indian population desired.

PAY:

Head Counselor will be paid a salary of $5000.00.

HOW TO APPLY:

Submit cover letter, resume, official transcript and three letters of recommendation to:

INMED Program
UNDSMHS Room 2101
501 North Columbia Road Stop 9037
Grand Forks, ND 58202-9037
ATTN: Naomi Bender

For questions, please call INMED at (701) 777-3037

**Deadline is April 15, 2016**