

Boston College
Thea Bowman AHANA and Intercultural Center (BAIC)
2015

Options Through Education (OTE) Transitional Summer Program

Position: Counselor

Description: Full-Time Summer Counselor (2 positions available)

Dates of Employment: Summer 2015, June 10 – August 8, 2015

Salary: Total compensation includes competitive salary, on-campus housing and meal plan to cover the duration of the program and training.

Hours of Work: Schedule consisting of 40 (mostly afternoon and evening) hours per week. This includes; a one-day orientation, an 8-day training, evening hours, weekly meetings, and most weekends during the six-week program.

Essential Functions: This is a live-in staff position. The position reports to the Senior Assistant Director of the BAIC, and is responsible for counseling a caseload of 12-18 students during the six-week program.

Counselors are expected to meet with each student individually in their caseload at least three times throughout the course of the summer program. Generally, these appointments will include the following topics: transition from high school to college, racial/ethnic and gender identities, sexual orientation, academic successes/challenges, progress reports, and any other topics which may affect the student's self-concept and emotional well-being during the program. The counselor position seeks to contribute positively towards the integration of each student's intellectual, social, cultural, and spiritual development in preparation for matriculation in the fall semester.

Specific Duties:

- Meet at least three times with each student in their respective caseload throughout the six-week program; maintaining adequate documentation (progress reports, signed contracts, meeting notes from each appointment, and concluding summaries) for their permanent BAIC record
- Act as the primary overseer for all academic and transitional concerns for the students in your caseload, including: (1) maintaining communication with faculty (English, math, communications) about each student's academic well-being; (2) following up with students when academic or adjustment concerns from staff or faculty arise; (3) facilitate the use of progress reports as a tool for student success, (4) initiating a case conference when necessary
- Attend the weekly Community meeting, weekly Faculty/Staff meeting, and bi-weekly check-in meetings with BAIC
- Collaborate with Residential staff, faculty, and BAIC staff to implement additional relevant and creative programming – specifically with regard to the areas of *academic and spiritual* knowledge, appreciation, and development
- Facilitate at least two men/women's discussions in collaboration with the Residential Staff
- Participate in a rotating Counselor on-call schedule that ensures coverage in the event of an emergency
- Attend all trainings, Saturday trips, and other events and meetings as designated by the OTE Program.
- Other duties as assigned

IMPORTANT DATES

Staff may not be excused from these dates. All staff must abide by the following dates throughout the summer:

Move into Boston College residence hall for training: Tuesday, June 9, 2015

OTE Staff Orientation: Wednesday, June 10, 2015

Residential Staff Training: June 11, 2015 – Saturday, June 20, 2015

Opening Ceremony: Sunday, June 21, 2015

Official Program Dates: June 21 – August 8, 2015

All-program Retreat: June 25 and June 26, 2015

Student classes meet: June 29th – August 6, 2015

Closing Ceremony: Friday, August 7, 2015

Move out of residence hall: Saturday, August 8, 2015 (by 5pm)

Required Skills, Knowledge & Abilities: Candidates should possess excellent oral and written communication skills, strong organizational and interpersonal skills. The successful candidate will have demonstrated ability and desire to work with a diverse student population as well as all constituents of the college.

Minimum of Education/Training: A Bachelor's Degree is required; Master's Degree preferred. **Candidates must be in the second year of their graduate program or higher.** Candidates must have experience working in a counseling setting with diverse populations. Experience working with high school and/or college students strongly preferred. Some knowledge of student development, counseling techniques, racial/ethnic identity theory preferred. The successful candidate will demonstrate commitment, initiative, independence and a sense of teamwork in a diverse working environment.

Applications MUST be submitted electronically: Interested applicants should submit a cover letter, résumé, and the names, addresses, telephone numbers and e-mail addresses of three professional references to Options Through Education Program at OTE@bc.edu

The mission of the Options Through Education Transitional Summer Program is to prepare the transition to Boston College for a select group of diverse students who have demonstrated potential and leadership in spite of challenging educational and financial circumstances. This summer residential program nurtures student's academic, social, cultural and spiritual development.

Goals of the Program include:

- To provide a community of support and resources to help students succeed at Boston College
- To help students get acclimated socially to BC and build long lasting relationships
- To help build academic abilities especially in the areas of math, English, critical thinking, and study skills
- To engage students in questions of cultural, racial, and ethnic identity development
- To engage students in questions of spiritual development

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