SUMMER POSITION ANNOUNCEMENT

POSITION TITLE: Tutor-Counselor
DEPARTMENT: Pre-College Programs in Undergraduate Studies
CLASSIFICATION: Summer Position / Full Time / Student / Contingent I

RESPONSIBILITIES:
1. Establish and maintain a positive, productive and harmonious living environment for pre-college program students throughout an intensive six-week summer session.
2. Supervise and live in residence hall with a multi-ethnic high school student population
3. Hold weekly discussion sessions with groups of assigned students
4. Serve as a liaison between the resident director, professional counselors and students
5. Complete night duties as assigned by resident director
6. Assist in chaperoning field trips
7. Lead daily recreational activities
8. Enforce student curfew and monitor class attendance
10. Conduct individual and small group tutoring and study skill sessions
11. Attend staff development activities, weekly staff meetings, and student assemblies
12. Prepare and submit written evaluations of participants and summer program as directed
13. Other duties as assigned

QUALIFICATIONS: Graduate Students, Undergraduate juniors and seniors, with above average academic records. Experience with and sensitivity to high school students from culturally and ethnically diverse backgrounds. ALL CANDIDATES MUST SUBMIT TO A BACKGROUND CHECK

POSITION DATES: June 21 – July 31, 2015; Mandatory training will be held the week of June 15 – 19, 2015.

SALARY RANGE: $2,200 - $2,600 stipend plus room & board (valued at $2,000)

APPLICATION: The application can be found at www.precollege.umd.edu. For best consideration, submit application, three reference names with contact information and current college transcript to the address listed below by April 20, 2015.

Tutor Counselor Search Committee
University of Maryland, Pre-College Programs in Undergraduate Studies
0105 Cole Student Activities Building, College Park, Maryland 20742

INTERVIEW: Final candidates will be invited to a group interview on Saturday, May 2, 2015. Location and time: TBA
Questions/inquiries can be sent to pcpsummerjobs@umd.edu.