Dear Student Leaders,

The Division of Student Affairs is currently hiring Academy Counselors for The Bridge College Prep and Leadership Academy. The Bridge participants and Academy Counselors will live in Nordenberg Hall from July 8-13, 2018 and attend sessions, participate in activities, have nightly social events, and much more!

**Responsibilities** –

- providing mentoring
- enforcing policies
- escorting students to sessions, meals, and activities
- creating a sense of community for the student participants

**Dates and Commitments** –

- July 8-13, 2018 – arrive on campus to welcome campers on July 8 and depart on July 13 after all students have departed
- Commit to a one time training to be determined upon availability
- Reside in Nordenberg Hall for the entirety of the program
- Follow all academy protocols and fulfill role as a counselor

**Compensation** -

- $250 stipend
- Housing in Nordenberg Hall for July 8-13, 2018
- All meals and social activities for the program are provided

**Application** -

Applications should be submitted to Rich Fann (rfann@pitt.edu) as soon as possible for early hiring. Hiring deadline is April 9th, 2018. April 2018 graduates are eligible for the position.

To learn more about The Bridge College Prep and Leadership Academy, please visit www.thebridge.pitt.edu
As a staff member of the Division of Student Affairs, The Bridge Program, the Academy Counselor position is expected to work cooperatively with all staff members to fulfill the responsibilities of the position. Each Academy Counselor is responsible for the general welfare of the students within the residence halls and for constant communication with the appropriate staff members.

Academy Counselors will report to the Director of Cross Cultural and Leadership Development.

Academy Counselors maintain cordial but supervisory relations with the student participants.

**Areas of Responsibility –**

**Administrative**
- Submit all necessary paperwork (agreements, background checks, etc.) to the Office of Cross Cultural and Leadership Development by set due dates
- Attend all Academy Counselor training sessions
- Provide a welcoming environment for the student participants (i.e.: decorating doors, sending introductory emails, etc.)
- Assist in general program preparation
- Transport supplies and materials as needed
- Read staff training materials in advance of the program
- Live in provided campus housing (Nordenberg Hall)
- Attend all sessions and meals

**Discipline**
- Academy Counselors are required to promote the health and safety of the students and to maintain discipline in the residence hall and on campus.
- Consistently enforce The Bridge Code of Conduct and report all violations immediately to the program staff or appropriate authorities
- Fill out any necessary incident reports

**Social and Living**
- Mentor student participants through their program journey
- Live in provided campus housing (Nordenberg Hall)
- Attend all sessions and meals
- Assist with social events and program activities
- Help create a genuine community environment
- Maintain a flexible, positive attitude
- Conduct group meetings and discussions
- Check to be sure your students are in their rooms at curfew
- Perform residence hall rounds with a fellow Academy Counselor
- Serve as a responsible role model for students and other staff
Requirements –

- Cleared Disciplinary clearance (student conduct)
- Background checks (instructions will be provided if selected, clearances will be paid for by program if selected)
- 3.0 QPA

The Bridge College Prep and Leadership Academy
Academy Counselor Application

Please submit this completed application and a resume to Rich Fann at rfann@pitt.edu

Name:
Pitt Email:
Cell Phone number:
Class (ex: junior, senior):
QPA:
Leadership Roles on Campus:

Please provide a short statement about why you want to be an Academy Counselor:

Please provide the name and phone number of a reference who can speak to your ability to lead a team.

Reference Name:
Reference Phone Number:

Reference Relationship: