SENIOR COUNSELOR PROGRAM

POSITION OVERVIEW:
Senior Counselors must be enthusiastic, high-energy, responsible, mature, and emotionally stable individuals who enjoy working with youth. Candidates should have leadership abilities and a strong sense of how to work as a team member. One of the strengths of ACADEMIA LATINA is the special role that Senior Counselors play for their living groups. The Senior Counselor should be an outstanding role model for participants. Counselors must model responsible behavior including punctuality, appropriate attire and good personal hygiene, positive attitude, compassion, wise decision-making, and intellectual curiosity. Senior Counselors should establish good relationships with students by initiating conversations and activities, conducting living group meetings, and ensuring that all students feel included and welcomed.

Each Senior Counselor will be assigned to supervise 12-14 students during those times when students are not involved in classes. The time commitment for the job is considerable. The students attending ACADEMIA LATINA will range in age from 12-16 years; therefore, the program must provide a high level of supervision. The Senior Counselors are an integral part of the supervision needed. Counselors are expected to be on duty and free of all other commitments from noon until 9:30 am of the following day.

QUALIFICATIONS AND SKILLS:

REQUIRED:
- Currently enrolled in college or university
- At least 18 years of age
- Completed freshman year of college
- GPA: Minimum 2.75

DUTIES:
- Aware of and in compliance with SOUYP policies and procedures
- Attend staff training and have proper understanding of:
- Emergency procedures
- Program logistics (e.g. calendars, schedules, transitions between activities, activity setup and planning)
- Check-in and check-out procedures
- Distributing mail
- Communicating program needs for supplies and materials
- Attend all staff meetings
- Assist at registration and check-out
- Be directly responsible for the 12-14 students assigned to Senior Counselor's Living Group
- Articulate and enforce program rules and expectations to students
- Make sure lights are out on time
- Reside in on-campus dormitories for the duration of ACADEMIA LATINA and sleep in their assigned rooms each night.
- Act as role model and mentor for Junior Counselors
- Participate in and help with recreational activities and evening programs
- Chaperone evening events

- Be available to students for counseling, problem solving, etc.
- Anticipate and address potential problems that may arise within Living Groups or with individual students
- Have a strong and positive relationship with your assigned Junior Counselor
- Communicate with Head Residents and administrative staff about material and supply needs and concerns about students
- ANTICIPATE program needs and prepare accordingly to ensure that program runs smoothly and efficiently
- Assist with keeping facilities clean and organized with particular care for the cleanliness of the nursing station, ACADEMY offices and storage spaces
- Communicate with Head Residents and SOUYP administrative staff about any problems pertaining to the dorms
- Distribute and collect student evaluation forms

SCHEDULE:
All counselors must attend the MANDATORY staff training at the SOU Youth Programs Office from July 28-29, 2016. The staff training, orientation sessions, and work parties are an important and fun aspect of preparing for Academia Latina. Counselors will be notified of the specific time and location of the training at a later date.

SALARY: Room and board plus $350 per session.
DATES: July 28 - August 6, 2016

For more information or questions, contact Jonathan Chavez Baez at 541-552-6046

SENIOR COUNSELOR APPLICATION

Required Application Materials:

- Submit an **unofficial** College transcript together with a completed application, and personal statement essay. (See Part III, page 4)
- One applicant recommendation, which may be submitted separately. (See recommendation form)
- Application and required documents must be postmarked by May 6, 2016!

I. Application Information

First Name: _____ Last Name: _____ Middle Initial: _____

Mailing Address: _____

City:_____ State: _____ Zip: _____ Home Phone: _____

Cell Phone: _____ Email Address: _____

Birth Date: _____ / _____ / _____

Contact Information: In case of emergency, the University may contact you:

☐ Parent (s) ☐ Guardian(s) ☐ Other

Name: _____ Last Name: _____ Middle Initials: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Home Phone: _____

Cell Phone: _____ Work Phone: _____

Occupation: _____

II. Education

Please provide university transcripts

College/University: _____ Date of Graduation: _____
Name City/State

Major: _____

Have you participated in Academia Latina? ☐ Yes ☐ No

If yes, Year (s)? _____

III. Personal Statement Essay

Why you are interested in Academia Latina and what unique aspect would you bring to the program? If you are a retuning Senior Counselor, what new skills/experiences will you bring to the program? (Attach separately if preferred)

IV. Please list schools activities, Latino community involvement and awards.

Activity/award	Organization	Dates	Description

Please mail this form to:

Southern Oregon University
Academia Latina
c/o Jonathan Chavez Baez
1250 Siskiyou Blvd.
Ashland, Oregon 97520