

Summer 2010

Dear Prospective Counselor:

The Purdue University Gifted Education Resource Institute's 2010 GERI Summer Camps are seeking enthusiastic people who would like to be residential counselors for gifted students. Counselors for our program have included Purdue undergraduate and graduate students, classroom teachers, school counselors, and others who enjoy working with gifted youth.

We are seeking counselors for two summer programs, which offer courses for students who have completed grades five through twelve. The students who participate in summer residential programs rank in the top ten percent of their age group nationally. Counseling in these programs is stimulating, challenging and rewarding, and provides a unique opportunity to gain experience interacting with gifted students. The live-in setting also provides a rich environment for developing interpersonal skills and exploring self-growth.

Counselors earn a base salary of \$500 per week and \$25 extra for every year of experience. Free room and board during their program are also provided. All counseling positions begin with training sessions on the Saturday before a program starts and end when the last student in your counseling group leaves for home, around 1 p.m. on the final Saturday.

We look forward to receiving your application. Please return it to the GERI Summer Camps, Purdue University, Beering Hall, 100 N. University St., West Lafayette, IN 47907-2098 or by fax to (765) 496-2706. For additional information on our programs, you can check our web site at www.purdue.edu/geri or call our office at (765) 494-7241. Purdue University is an equal opportunity employer.

Sincerely,

Nielsen Pereira
Summer Residential Coordinator
Purdue University

Residential Counselor Responsibilities

Tentative Daily Schedule

Counselor Task/Role	Comet (grades 5-6)	Star (grades 7-8)	Pulsar (grades 9-12)
Wake up and eat breakfast with participants	7:00 - 8:15	7:00 - 8:15	7:00 - 8:15
Eat lunch with participants and be available as needed	11:15 - 12:15	11:15 - 12:45	11:15 - 12:45
Planning Meeting	1:30-2:30	1:30-2:30	1:30-2:30
Supervise recreation and tour activities	3:30 - 5:00	3:30 - 5:00	3:30 - 5:00
Eat dinner with participants and supervise free time	5:00 - 7:00	5:00 - 7:00	5:00 - 7:00
Hold counseling group meetings, be available to help with homework, check each student at lights-out	8:00 - 10:15	9:00 - 11:15	9:00 - 11:45

Please note that this schedule is subject to change. In addition, Star and Pulsar counselors will be required to accompany students on full-day program field trips. Each counselor will have specific evenings when they must stay on the residence hall floor after lights out in case there is a problem during the night. List any potential conflicts on your application so they can be considered during the hiring process.

Honoraria

Residential counselors will receive room and board while the program is in session and salary of \$500 per week. Counselors can earn an additional \$50 by serving as “stay over counselors” who supervise students staying over between program sessions. They can also earn extra money by helping with student pick ups and drop offs from the Indianapolis airport.

Purdue Summer Residential Programs 2010 Residential Counselor Application

Name: _____ PUID.# _____ - _____ - _____

Address #1: _____
(Street) (City) (State) (Zip)

Dates address #1 is valid: _____ Home Phone #1: () _____ - _____

Address #2: _____
(Street) (City) (State) (Zip)

Dates address #2 is valid: _____ Home Phone #2: () _____ - _____

Work Phone: () _____ - _____ e-mail address (please print clearly): _____

Purdue University Status: Please check **all** that apply.

I am currently neither a student nor a faculty/staff member at Purdue University

I am currently a student at Purdue

graduate student or undergraduate

full time or part time

I currently work at Purdue

full time or part time: _____ FTE/%?

Staff Type: faculty administrative/professional

graduate assistant other: _____

Appointment Type: fiscal year (12 month) academic year (10 month)

biweekly other: _____

Program Preferences: Check the all program(s) in which you would be willing to work. If you check multiple programs during the same week, please number the programs in order of preference. Dates are the days when the program is in session; counselors must report for training the day before each program begins.

Star 1 (2 weeks) June 21-July 4

Pulsar II (2 weeks) July 5-July 18

Pulsar I (2 weeks) June 21-July 4

Comet I (1 week) July 5-July 11

Star II (2 weeks) July 5-July 18

Comet II (1 week) July 12-July 18

Scheduling Conflicts:

List times and days of courses or other activities that could impact your summer program responsibilities:

Background Information:

Please describe your current occupation. If you are a student, list degree program and year in school:

Previous experience with programs sponsored by the Gifted Education Resource Institute:

Previous experience with gifted students:

Relevant training or experiences in group counseling:

Hobbies that you might be willing to share with participants:

Personal goals that you have for your time as a staff member:

References:

List two references, including at least one person who has seen you work with children or who knows you well.

Name: _____ Phone: () _____ - _____

How does the individual know you? _____

Name: _____ Phone: () _____ - _____

How does the individual know you? _____

Application Continues on Next Page

Counselor Duties and Expectations:

Residential Counselors will:

1. Review the staff manual and incorporate the concepts of working with gifted students in daily interactions with students. The manual is provided to all staff.
2. Participate in activity planning.
3. Supervise all meals and extracurricular activities during the afternoon and early evening.
4. Serve as the primary residential staff contact for a group of 10 to 16 students (depending on age) for the length of the program.
5. Interact daily with each student while in the program and be available for personal and academic assistance to students.
6. Conduct group or floor meetings as needed.
7. Be actively involved with students during scheduled hours and stay each night in the residence hall.
8. Carry out duties assigned by the director.
9. Respond to parental requests and questions during the program. Be available to parents on check-in day and on the final day of the program to discuss their children.
10. Document incidents involving students and their parents on the appropriate forms provided by the director and return all forms and comments to the director by the end of the program.

General Expectations:

1. Arrive on your contracted start date at the specified location and time.
2. Attend all designated orientation sessions.
3. Sleep in assigned dorm room each night. You may not leave at night unless approved by the coordinator.
4. Refrain from the following behaviors:
 - Consumption of alcoholic beverages at any time while you are employed by the program.
 - Returning to campus in an inebriated condition.
 - Hosting overnight guests in the residence hall.
 - Use of inappropriate language, including profanity, racial, ethnic, religious, and gender stereotyping, etc.
 - Being on residence hall floors housing students of the opposite gender or having guests of the opposite gender on your floor without a compelling reason related to your official job duties.
 - Discussing situations regarding students or staff with any other student or with staff who do not have a need to know.
5. Maintain professional relationships with staff and students at all times.

Violations of these duties and expectations will result in sanctions, up to and including dismissal.

Background Check and Verification:

Have you ever been convicted of a crime? (Include court-martial convictions and sex offender crimes against minors under the age of 18, but exclude minor traffic violations.)

Yes No If yes, list date, charge, place, court and action taken:

A prior conviction does not necessarily mean that you cannot be employed. I understand that employment in certain jobs is conditional upon a review of criminal conviction records. I authorize the University to request and obtain, through police agencies, an investigation and report to determine the accuracy of my above answers as to prior criminal convictions, if any. I also understand that any false statement by me in this application or failure to give any material information requested will be cause for my rejection or dismissal. In addition, I have read the above Duties and Expectations and agree to abide by all requirements therein.

Date of Birth: _____ Race: _____

Your signature: _____ Date: _____

Return Completed Application To: GERI Summer Camps, Purdue University, Beering Hall, 100 N. University St., West Lafayette, IN 47907-1446 or fax to (765) 496-2706. If you have questions, please email npereira@purdue.edu or call (765) 494-7241. Purdue University is an Equal Access/Equal Opportunity University

In accordance with Purdue policies, all persons have equal access to Purdue University's educational programs, services, and activities, without regard to race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability or status as a disabled or Vietnam-era veteran. For a more complete statement of Purdue's policies of equal access and opportunity, please contact our office. If you have any questions or concerns regarding these policies, please contact the Office of the Vice President for Human Relations at vphr@purdue.edu or 765-494-5830.

GERI Summer Camps
Purdue University Gifted Education Resource Institute
1446 Beering Hall, Room 5108A
West Lafayette, IN 47907-1446

ADDRESS SERVICE REQUESTED