

## Position Announcement

### Position Details

This announcement is for residential counselor positions offered at Portland State University. Applicants may apply for one or both camps.

<b>Employment Dates</b>	06/23/19- 6/29/19 and/or 07/14/2019 – 07/20/2019
<b>Programs</b>	Oregon Summer Transportation Institute (OSTI) – Week one in June, coed program National Summer Transportation Institute (NSTI) – Week two in July, girls program
<b>Title</b>	Residential Counselor
<b>Department</b>	Transportation Research and Education Center (TREC), Portland State University

### Position Summary

<b>Brief Description of Program</b>	The National Summer Transportation Institute (NSTI) and Oregon Summer Transportation Institute (OSTI) are both one-week residential camps at Portland State University (PSU) for 24 high school students from around the state. The NSTI session admits female and female-identified students and the OSTI session runs as coed. The program introduces students to professions in transportation through classroom work, speakers from the public and private sector of the industry, and field trips exploring the city. More information about the NSTI/OSTI program is on the TREC website at <a href="https://trec.pdx.edu/education/k-12-education">https://trec.pdx.edu/education/k-12-education</a>
<b>Position Summary</b>	Residential Counselors provide supervision for campers and ensure their safety and well-being. RCs supervise campers during meals, free time, special events, and field trips. Counselors are expected to serve as leaders, boundary setters, and role models throughout the program, including during class time. Counselors are available to the campers and staff 24 hours per day during the camp session. During the day when campers are in class, counselors will assist in the classroom and be of general assistance to the other program directors and instructors. All counselors will be in residence on the Campus for the duration of the Institute.
<b>Primary Activity</b>	Counselor's Responsibilities: <ul style="list-style-type: none"><li>• Supervise and ensure student safety at all times</li><li>• Clearly articulate program rules and expectations to students</li><li>• Fairly and consistently enforce program rules</li><li>• Plan, prepare, and lead recreational and social activities</li><li>• Be a positive role model for students</li><li>• Establish good relationships with students by initiating conversations and play activities, and conducting residential meetings. Counselors should communicate daily with each student in their assigned group</li><li>• Promote a sense of community by teaching and modeling cooperation,</li></ul>

respect, and responsibility in the residential living environment; encouraging students to interact with one another and creating opportunities for them to do so

- Encourage and support the students' academic interests
- Facilitate student problem solving through active listening, guidance, and conflict mediation
- Seek assistance when needed from colleagues and supervisors

**Counselor's Responsibilities to Staff:**

- Behave professionally by working cooperatively with program director and instructors
- Attend and participate in all training activities and staff meetings
- Provide thoughtful feedback and support to colleagues, supervisor, and administrators
- Share duty coverage with team members
- Effectively communicate with all staff members
- Be prompt

**Counselor's Administrative Responsibilities:**

- Know and comply with all policies and procedures
- Perform required administrative duties, such as check-in and check-out, information gathering and dissemination, and monitoring facility needs
- Complete necessary documentation and evaluations
- Keep supervisor and administrators informed about relevant camper issues

**Minimum Qualifications from Classification**

- At least one year of college or university education
- An established record of professional and personal responsibility, with three personal and/or professional references
- Experience working with a team of people in youth-serving organization

**Preferred Qualifications**

- Experience planning and leading recreational activities for high school-aged youth
- Previous camp counselor or residential advisor experience
- Interest/majoring in a STEM field

**Key Cultural Competencies**

Creates an environment that acknowledges, encourages and celebrates differences. Functions and communicates effectively and respectfully within the context of varying beliefs, behaviors, orientations, identities and cultural backgrounds. Seeks opportunities to gain experience working and collaborating in diverse, multicultural, and inclusive settings with a willingness to change for continual improvement. Adheres to all PSU policies including the policies on Prohibited Discrimination & Harassment and the Professional Standards of Conduct.

<b>Work Days/Hours</b>	RCs will be employed for one or two sessions of camp. Email and conference call capabilities prior to the camp start will be required, but minimal.
<b>Compensation</b>	Pay is \$12.50 per hour, is overtime eligible (time and a half for over 40 hours/week). Expected number of hours for the full week camp is approximately 65 hours. Room, meals, field trips, and activities are also provided.

#### Application Instructions

<b>Additional Information</b>	<p>Applications must be received by 11:59 pm on April 1<sup>st</sup>, 2019. Email your application (cover letter, resume and professional references) in one document to: <a href="mailto:michael.espinoza@pdx.edu">michael.espinoza@pdx.edu</a>. The subject line must state your first and last name followed by RCAPP. In your email please let us know which camps you are applying to.</p> <p>Interviews will be scheduled within one week and hiring decisions will be made by April 30<sup>th</sup>, 2019.</p>
<b>Background Check Required</b>	Yes
<b>If you have questions</b>	<p>Please contact:</p> <p>Lisa Patterson, NSTI Program Director  Transportation Research and Education Center (TREC)  (503) 725-2838, email: l.patterson@pdx.edu</p> <p>Michael Espinoza, Events Coordinator  Transportation Research and Education Center (TREC)  (503) 725-2896, email: michael.espinoza@pdx.edu</p>

#### Search Details

<b>Posting Close Date</b>	4/1/2019
---------------------------	----------

#### Supplemental Questions

Required fields are indicated with an asterisk (\*).

#### Required Documents

1. Resume
2. Cover Letter
3. Professional References Contact List (3)