Dear Prospective Counselor:

The Purdue University Gifted Education Resource Institute’s 2016 GERI Summer Residential Camp is seeking enthusiastic people who would like to be residential guidance counselors for gifted students. Guidance 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 guidance counselors for our summer program, 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.

Guidance counselors earn a base salary of $525 per week and $25 extra for every year of experience, $50 extra for the counselor training experience, and $100 extra for the counselor license. Free room and board during the program is also provided. All counseling positions begin with training sessions on the Friday before the program (July 1, 2016) 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, by fax to (765) 496-2706 or email to ejen@purdue.edu. For additional information on our programs, you can check our web site at www.purdue.edu/geri, call our office at (765) 494-7241 or email ejen@purdue.edu. Purdue University is an equal opportunity employer.

Sincerely,

Enyi Jen
Summer Residential Dorm coordinator
ejen@purdue.edu

Kristen Seward
Summer Residential Coordinator
ksseward@purdue.edu
Residential Counselor Responsibilities

Tentative Daily Schedule

<table>
<thead>
<tr>
<th>Counselor Task/Role</th>
<th>Comet (grades 5-6)</th>
<th>Star (grades 7-8)</th>
<th>Pulsar (grades 9-12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wake up and eat breakfast with participants</td>
<td>7:00 - 8:15</td>
<td>7:00 - 8:15</td>
<td>7:00 - 8:15</td>
</tr>
<tr>
<td>Planning Meeting</td>
<td>9:30-11:00</td>
<td>9:30-11:00</td>
<td>9:30-11:00</td>
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<tr>
<td>Eat lunch with participants and be available as needed</td>
<td>11:15 - 12:15</td>
<td>11:15 - 12:45</td>
<td>11:15 - 12:45</td>
</tr>
<tr>
<td>Affective curriculum debriefing</td>
<td>1:30-2:30 (two times)</td>
<td>1:30-2:30 (three times)</td>
<td>1:30-2:30 (three times)</td>
</tr>
<tr>
<td>Supervise recreation and tour activities</td>
<td>3:30 - 5:00</td>
<td>3:30 - 5:00</td>
<td>3:30 - 5:00</td>
</tr>
<tr>
<td>Eat dinner with participants and supervise free time</td>
<td>5:00 - 6:15</td>
<td>5:00 - 6:15</td>
<td>5:00 - 6:15</td>
</tr>
<tr>
<td>Facilitate affective curriculum in small group</td>
<td>6:30-7:30 3 times</td>
<td>6:30-7:30 6 times</td>
<td>6:30-7:30 6 times</td>
</tr>
<tr>
<td>Hold counseling group meetings, be available to help</td>
<td>8:00 - 10:15</td>
<td>9:00 - 11:15</td>
<td>9:00 - 11:45</td>
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<tr>
<td>with homework, check each student at lights-out</td>
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*on-site training on July, 1 (start from 5PM) and on July, 2 (whole day).

Please note that this schedule is subject to change. All counselors will need to make themselves available to assist with classes and perform other duties as assigned. 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 $525 per week with an additional $25 for each year of service in our program, $50 extra for the counselor training experience, and $100 extra for the counselor license.
Purdue Summer Residential Programs
2016 Residential Counselor Application

Name: _______________________________ PUID # (if applicable): _______ - _______ - _______

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): ___________________________

Gender: F_____ M_____

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: ______

Educational Background:

<table>
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<tr>
<th>School</th>
<th>Major</th>
<th>Minor</th>
<th>Degree Received</th>
<th>Graduation Date</th>
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Work Experience  (list most recent position first; include both paid and volunteer positions):

<table>
<thead>
<tr>
<th>Employer</th>
<th>Position</th>
<th>Location</th>
<th>Supervisor</th>
<th>Employment Dates</th>
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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 I (2 weeks)  July 3 – July 16
[ ] Pulsar I (2 weeks)  July 3 – July 16  [ ] Comet I (1 week)  July 3- July 9
[ ] Star II (2 weeks)  July 17 – July 30  [ ] Comet II (1 week)  July 10- July 16
[ ] Pulsar II (2 weeks)  July 17 - July 30
**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 (if you never worked with gifted students, describe your previous experience with regular adolescents):

Relevant training or experiences in group activities or group counseling:

Hobbies that you might be willing to share with participants:

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

*Application Continues on Next Page*
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? ________________________________________________________________

Counselor Duties and Expectations:

Residential Counselors will:
1. Review the staff manual and incorporate the concepts of working with gifted students in daily interactions. The manual is provided to all staff.
2. Participate in activity planning and affective curriculum debriefing.
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.
11. Other duties as assigned.

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.

Application Continues on Next Page
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 ejen@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.