Dear Prospective Counselor:

The Purdue University GERI 2016 GERI Summer Camp is seeking enthusiastic people who would like to be counselors and work with 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 2 sessions, which offer courses for high-ability and motivated students. The students who participate in Super Summer 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.

Counselors earn a base salary of $500 per week. All counseling positions begin with a training session on a scheduled day before the program starts and ends when the last student leaves for home, around 5:30 p.m. on the final Friday.

We look forward to receiving your application. Please return it to the GERI Super Summer, Purdue University, Beering Hall 5117, 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) 494-7240. Purdue University is an equal opportunity employer.

Best regards,

Anne Gray
Super Summer Coordinator
grey118@purdue.edu
Purdue Super Summer Programs
2016 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
           _____ full time or _____ part time
       _____ freshman
       _____ sophomore
       _____ junior
       _____ senior
   _____ I currently work at Purdue
       _____ full time or _____ part time:
       _____ FTE/%?

Staff Type:
   _____ faculty _____ A/P
   _____ graduate assistant _____ other:

Appointment Type:
   _____ fiscal year _____ academic year
   _____ biweekly _____ other:

Program Preferences: Check the all program(s) in which you would be willing to work

   [ ] Super Summer I (1 week) June 13-17, 2016
   [ ] Super Summer II (1 week) June 20-24, 2016

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 in group counseling:

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?
________________________________________________________

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.

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Counselor Duties and Expectations:

Super Summer 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. Work from 7:45 am to 5:30 pm daily during session
3. Prepare activities for Social and Affective Development activity sessions
4. Oversee children when class is not in session
5. Supervise lunches and extracurricular activities
6. Interact daily with each student while in the program and be available for personal and academic assistance to students.
7. Be actively involved with students during scheduled hours.
8. Carry out duties assigned by the director.
9. Respond to parental requests and questions during the program.
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 training session.
3. Refrain from the following behaviors:
   • Consumption of alcoholic beverages at any time while you are employed by the program.
   • Use of inappropriate language, including profanity, racial, ethnic, religious, and gender stereotyping, etc.
   • Discussing situations regarding students or staff with any other student or with staff who do not have a need to know.
4. 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 Super Summer, Beering Hall, Room 5117, 100 N. University St., Purdue University, West Lafayette, IN 47907 or fax to (765) 496-2706. If you have questions, please email to Anne Gray at gray118@purdue.edu or call (765) 494-7240. Purdue University is an Equal Access/Equal Opportunity University.

GERI Super Summer
Gifted Education Resource
Beering Hall, Room 5113
100 N. University St.
Purdue University
West Lafayette, IN 47907-1446