

UNIVERSITY OF MASSACHUSETTS AMHERST

New Students Orientation

Position: Summer Counselor

General Statement of Duties: Responsible for providing academic, residential area and student living information to new students through planning, organizing and facilitating group meetings, tours and other activities. Prepare new students for successful navigation into the University by acquainting them with the helping resources, physical layout and administrative procedures, stressing assertive behaviors.

Supervision: Summer counselors work under the supervision of and are accountable to the Director of the New Students Orientation. All staff meet with the Director for at least one individual conference per Summer. Additional assistance and direction are available to staff from returning and administrative staff.

Summer Counselor Responsibilities:

1. Participate in the spring training and planning and regularly scheduled on-the-job training sessions, staff meetings and evaluative sessions.
2. Responsible for learning academic information and requirements for assigned majors by meeting with faculty advisors and Deans.
3. Responsible for learning housing information, including Commonwealth Honors College and RAP/TAP programs offered in the residential areas.
4. As part of a team, assists with the planning and facilitation of seminars/skits/closing session for new students, acts as activity leader with new students in assigned group.
5. Responsible to help new students with their individual concerns, both in formal meetings, and informally in the halls, dining commons, advising locations, and generally throughout the orientation session.
6. Holds a welcome meeting each session to acquaint new students with each other, New Students Orientation policies, regulations, Orientation schedule and mandatory activities.
7. Responsible for making a flipchart/PowerPoint, with pertinent academic and living information; to be used as an instructional tool in group meetings.

8. Plans, organizes and holds an academic small group meeting with assigned majors: Content to include school and major requirements, testing and exemption information, teaching use of SPIRE, how to schedule courses, and academic options (pass/fail, add/drop, etc.). New students will leave this meeting with 3-5 course selections to present at their faculty advising appointment.
9. Responsible for getting new students to school meetings, advising appointments, and for helping new students to complete their course registration.
10. Acts as a resource on University life in formal and informal activities to new students and parents; presenting objective views.
11. Responsible to be prompt for scheduled staff meetings and assigned activities and to be actively involved in the Orientation throughout the session's duration, complying with the New Students Orientation policies and staff expectations.
12. Encourages active new students participation in scheduled activities and options.
13. Sees that university and program policies and regulations are made clear and adhered to.
14. Works as a team member on task groups or committees for specific activities as assigned.
15. Other duties and tasks as agreed upon with the Director.