ALVA Summer Program Counselors

Sunday, June 19th - Saturday, August 20th, 2016

Job Description

The UW GenOM Project and the College of Engineering are partnering to fill four counselor positions for the Alliances for Learning and Vision for Underrepresented Americans (ALVA) GenOM, Clean Energy, and Big Data HS summer research programs. The GenOM, Big Data HS and Clean Energy ALVA are partner programs that provide a residential research internship for ~twenty incoming freshmen to the University of Washington and six rising High School Seniors. There will be ~14 GenOM ALVA students, 6 Clean Energy ALVA students and ~6 Big Data HS ALVA students for the summer 2016 programs.

The summer program counselors will live on campus in McMahon Hall along with the GenOM, Big Data HS and Clean Energy ALVA students. These individuals will serve as mentors for the students as well as the primary points of contact to GenOM Project and College of Engineering staff. Counselors are responsible for supervising and coordinating program activities on weekends and during off hours and are also responsible for ensuring a safe environment for the GenOM, Big Data HS and Clean Energy ALVA participants. Counselors are on duty from 5:00 pm-8:00 am during the week and all day during ALVA weekends. On off weekends, two of the counselors must be on duty from 5:00 pm-8:00 am. Counselors are also required to attend a weekly planning meeting with GenOM Project and College of Engineering staff.

Responsibilities

- Attend mandatory staff orientation and weekly staff meetings.
- Supervise and mentor GenOM, Big Data HS and Clean Energy ALVA participants.
- Assist participants with GenOM, Big Data HS and Clean Energy ALVA coursework, including math, chemistry, bioethics, lab technology, and their research papers and presentations.
- Supervise and participate in GenOM, Big Data HS and Clean Energy ALVA weekend activities, including organizing transportation, and on occasion, driving students to various activities in the greater Seattle area.
- Notify the program staff of any and all problems and make recommendations to improve the student experience.
- Ensure that participants are abiding by the policies set forth by the GenOM Project, College of Engineering, and Housing and Food Services.
- Foster a sense of community within the group, seek ways to include all students in activities, and guide the students to an appreciation of diversity in many forms.
- Carry out all duties assigned by the GenOM Project and College of Engineering staff.
Compensation
Summer Program Counselors will receive a stipend of $3,000 each. Counselors will also receive housing (McMahon Hall/single room) and food during the duration of the program. Counselors must also attend training sessions prior to the start of the program, which will be scheduled for May and June.

Qualifications
- Applicants must be entering their third year or higher (upperclassmen) at the University of Washington; and be majoring or focusing in STEM.
- Be responsible for the safety and well-being of the students.
- Work with students from a diverse set of backgrounds, and support each student based on their individual needs so they can have the best experience possible in the program.
- Previous experience working with other students in a mentorship role.
- Demonstrate the ability to enforce discipline firmly and fairly and to work with participants who may have differing abilities, motivational levels, backgrounds, and learning styles.
- Driver’s license, clean driving record, and pass a background check.
- Ideal applicant should demonstrate previous experience with the UW GenOM ALVA and/or Engineering ALVA or REM programs (either as a participant, instructor, volunteer, or tutor).
- Multi-task, work quickly and effectively under pressure and problem solve when issues arise.
- Communicate effectively with the GenOM staff and other counselors in a collaborative way.

How to Apply
Must participate in the application review and interview process. This is to ensure that our 2016 Summer Counselors know the incoming summer cohort students, even before they arrive. This is not a guarantee that you will be selected as a Summer Counselor, but it does allow us to see how you interact with the applicants and provides you with an opportunity to build a connection with the students who are selected.

Please send your resume, names of three references, and cover letter by email to Gregory Diggs, UW GenOM ALVA Coordinator by 5 PM on Friday, February 19th: diggsvyg@uw.edu. In your cover letter, highlight any mentorship experience you have and why you think you would be an outstanding counselor. Interviews will be held in late April or early May and all applicants will be notified by May 11th once we know how many students we will have in ALVA 2016, and what the gender split will be.