ALVA Summer Program Counselor

Sunday, June 19th-Friday, August 22nd, 2015

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 eScience HS summer research programs. The GenOM, eScience 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 eScience HS ALVA students for the summer 2015 programs.

The summer program counselors will live on campus in McMahon Hall along with the GenOM, eScience 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, eScience HS and Clean Energy ALVA participants. Counselors are on duty from 5:00 pm-8:00 am during the week and all day during GenOM/eScience/Clean Energy ALVA weekends (June 27th/28th, July 11th/12th, July 25th/26th, August 8th/9th, and August 15th/16th). 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, eScience HS and Clean Energy ALVA participants.
- Assist participants with GenOM, eScience HS and Clean Energy ALVA coursework, including math, chemistry, bioethics, lab technology, and their research papers and presentations.
Supervise and participate in GenOM, eScience 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 free housing (McMahon Hall) 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.
- Ability to be responsible for the safety and well-being of the students.
- Ability to 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 with differing abilities, motivational levels and learning styles.
- Clean driving record, and pass a background check.
- Ideal applicant should demonstrate previous experience with the UW GenOM ALVA and/or College of Engineering program (either as a participant, instructor, volunteer, or tutor), ability to multi-task, work quickly and effectively under pressure and ability to problem solve when issues arise.

How to Apply

Please send your resume and cover letter by email to Gregory Diggs, UW GenOM ALVA Coordinator by Friday, May 1st: diggsyng@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 May 4th-8th, 2015 and all applicants will be notified by May 11th.