Dear Prospective Counselor:

The Purdue University Gifted Education Resource Institute’s 2011 GERI Summer Camps are seeking enthusiastic people who would like to be Super Summer counselors for 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 programs, which offer courses for students who have completed grades pre-k through four. 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. The live-in setting also provides a rich environment for developing interpersonal skills and exploring self-growth.

Counselors earn a base salary of $400 per week. All counseling positions begin with a training session on the scheduled day before a program starts and end when the last student in your counseling group leaves for home, around 5:30 on the final Friday.

We look forward to receiving your application. Please return it to the GERI Super Summer, Purdue University, Beering Hall, 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) 494-7243. Purdue University is an equal opportunity employer.

Sincerely,

Jiaxi Wu
wu189@purdue.edu
GERI 2011 Super Summer Coordinator
Purdue University
Purdue Super Summer Programs  
2011 Counselor Application

Name: _______________________________________________   S.S.#_______ - ______ - ______

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 _____ undergraduate

_____ full time or _____ part time

_____ freshman _____ sophomore

_____ junior _____ senior

_____ I currently work at Purdue

_____ full time or _____ part time: _____ FTE/%?

Staff Type:

_____ faculty

_____ administrative/professional

_____ graduate assistant

_____ other: ____________________

Appointment Type:

_____ biweekly

_____ academic year (10 month)

______ other: ____________________

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

[ ] Super Summer I (1 week) June 13-17

[ ] Super Summer II (1 week) June 20-24

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 7:30 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 5115, 100 N. University St., Purdue University, West Lafayette, IN 47907-1446 or fax to (765) 496-2706. If you have questions, please email to Jiaxi Wu at wu189@purdue.edu or call (765) 496-1648. Purdue University is an Equal Access/Equal Opportunity University.