Dear Prospective Counselor:

The Purdue University Gifted Education Resource Institute’s 2011 GERI Summer Camps are seeking enthusiastic people who would like to be residential 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 three summer programs, which offer courses for students who have completed grades five through twelve. The students who participate in summer residential 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 $500 per week and $25 extra for every year of experience. Free room and board during their program are also provided. All counseling positions begin with training sessions on the Saturday before a program starts and end when the last student in your counseling group leaves for home, around 1 p.m. on the final Saturday.

We look forward to receiving your application. Please return it to the GERI Summer Camps, 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) 494-7241. Purdue University is an equal opportunity employer.

Sincerely,

Matt Fugate
Summer Residential Coordinator
Purdue University
Residential Counselor Responsibilities

Tentative Daily Schedule

<table>
<thead>
<tr>
<th>Counselor Task/Role</th>
<th>Comet (grades 5-6)</th>
<th>Star (grades 7-8)</th>
<th>Pulsar (grades 9-12)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wake up and eat breakfast with participants</td>
<td>7:00 - 8:15</td>
<td>7:00 - 8:15</td>
<td>7:00 - 8:15</td>
</tr>
<tr>
<td>Eat lunch with participants and be available as needed</td>
<td>11:15 - 12:15</td>
<td>11:15 - 12:45</td>
<td>11:15 - 12:45</td>
</tr>
<tr>
<td>Planning Meeting</td>
<td>1:30-2:30</td>
<td>1:30-2:30</td>
<td>1:30-2:30</td>
</tr>
<tr>
<td>Supervise recreation and tour activities</td>
<td>3:30 - 5:00</td>
<td>3:30 - 5:00</td>
<td>3:30 - 5:00</td>
</tr>
<tr>
<td>Eat dinner with participants and supervise free time</td>
<td>5:00 - 7:00</td>
<td>5:00 - 7:00</td>
<td>5:00 - 7:00</td>
</tr>
<tr>
<td>Hold counseling group meetings, be available to help</td>
<td>8:00 - 10:15</td>
<td>9:00 - 11:15</td>
<td>9:00 - 11:45</td>
</tr>
<tr>
<td>with homework, check each student at lights-out</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please note that this schedule is subject to change. All counselors will need to make themselves available to assist with classes and perform other duties as assigned. Star and Pulsar counselors will be required to accompany students on full-day program field trips. Each counselor will have specific evenings when they must stay on the residence hall floor after lights out in case there is a problem during the night. List any potential conflicts on your application so they can be considered during the hiring process.

Honoraria

Residential counselors will receive room and board while the program is in session and salary of $500 per week with an additional $25 for each year of service in our program. Counselors can earn an additional $50 by serving as a “stay over counselor” who supervises students staying over between program sessions. They can also earn extra money by helping with student pick ups and drop offs from the Indianapolis airport.
Purdue Summer Residential Programs
2011 Residential 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       _____ undergraduate

     _____ full time                or       _____ part time

_____ I currently work at Purdue

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

     _____ faculty

     _____ graduate assistant

     _____ administrative/professional

     _____ other: __________________

Staff Type:

     _____ faculty

     _____ graduate assistant

     _____ administrative/professional

     _____ other: __________________

Appointment Type:

     _____ fiscal year (12 month)

     _____ academic year (10 month)

     _____ biweekly

     _____ other: __________________

Program Preferences: Check the all program(s) in which you would be willing to work. If you check multiple programs during the same week, please number the programs in order of preference. Dates are the days when the program is in session; counselors must report for training the day before each program begins.

[ ] Star (2 weeks)       July 3-July 16       [ ] Comet I (1 week)       July 3-July 9
[ ] Pulsar (2 weeks)     July 3-July 16       [ ] Comet II (1 week)      July 10-16

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 or experiences in group counseling:

Hobbies that you might be willing to share with participants:

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? ________________________________________________________________

Application Continues on Next Page
Counselor Duties and Expectations:

Residential Counselors will:
1. Review the staff manual and incorporate the concepts of working with gifted students in daily interactions. The manual is provided to all staff.
2. Participate in activity planning.
3. Supervise all meals and extracurricular activities during the afternoon and early evening.
4. Serve as the primary residential staff contact for a group of 10 to 16 students (depending on age) for the length of the program.
5. Interact daily with each student while in the program and be available for personal and academic assistance to students.
6. Conduct group or floor meetings as needed.
7. Be actively involved with students during scheduled hours and stay each night in the residence hall.
8. Carry out duties assigned by the director.
9. Respond to parental requests and questions during the program. Be available to parents on check-in day and on the final day of the program to discuss their children.
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.
11. Other duties as assigned.

General Expectations:
1. Arrive on your contracted start date at the specified location and time.
2. Attend all designated orientation sessions.
3. Sleep in assigned dorm room each night. You may not leave at night unless approved by the coordinator.
4. Refrain from the following behaviors:
   - Consumption of alcoholic beverages at any time while you are employed by the program.
   - Returning to campus in an inebriated condition.
   - Hosting overnight guests in the residence hall.
   - Use of inappropriate language, including profanity, racial, ethnic, religious, and gender stereotyping, etc.
   - Being on residence hall floors housing students of the opposite gender or having guests of the opposite gender on your floor without a compelling reason related to your official job duties.
   - Discussing situations regarding students or staff with any other student or with staff who do not have a need to know.
5. 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 Summer Camps, Purdue University, Beering Hall, 100 N. University St., West Lafayette, IN 47907-1446 or fax to (765) 496-2706. If you have questions, please email fugatec@purdue.edu or call (765) 494-7241. Purdue University is an Equal Access/Equal Opportunity University
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.