

Summer 2010

Dear Prospective Counselor:

The Purdue University Gifted Education Resource Institute's 2010 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 Room 5108A, 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) 494-7240. Purdue University is an equal opportunity employer.

Sincerely,

Rachelle Miller
mille123@purdue.edu
GERI Super Summer Coordinator
Purdue University

Super Summer Counselor Responsibilities

Tentative Daily Schedule

Counselor Task/Role	Super Summer
Pick up and take students to classrooms	8:00 - 8:30
Assist instructor(s)	8:30 – 11:30
Oversee children	11:30 -12:15
Supervise lunch and afternoon students pick-up	12:15 - 12:45
Assist Instructor(s)	12:45 – 3:45
Oversee children	3:45 - 5:00

Please note that this schedule is subject to change. List any potential conflicts on your application so they can be considered during the hiring process.

Purdue Super Summer Programs 2010 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

freshman sophomore

Junior senior

I currently work at Purdue

Staff Type: full time

or part time: _____ FTE/% ?

faculty

administrative/professional

graduate assistant

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

Super Summer I (1 week) June 8-12

Super Summer II (1 week) June 15-19

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:

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:

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. Assist instructor(s) when class is in session daily during session
4. Prepare activities for activity sessions
5. Oversee children when class is not in session
6. Participate in activity planning.
7. Supervise lunches and extracurricular activities
8. Interact daily with each student while in the program and be available for personal and academic assistance to students.
9. Be actively involved with students during scheduled hours.
10. Carry out duties assigned by the director.
11. Respond to parental requests and questions during the program.
12. 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.
 - Returning to campus in an inebriated condition.
 - 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.
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 Super Summer, Purdue University, Beering Hall Room 5108A, 100 N. University St., West Lafayette, IN 47907-1446 or fax to (765) 496-2706. If you have questions, please email mille123@purdue.edu or call (765) 494-7243. 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.

GERI Super Summer
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1446 Beering Hall, Room 5108A
West Lafayette, IN 47907-1446

ADDRESS SERVICE REQUESTED