SUMMER INSTITUTE COUNSELOR JOB DESCRIPTION

- Will be responsible for care and well-being of 50-60 young people grades 7 through 12 on the campus of UND.
- Will live in dorms and eat in cafeteria with students. Room and board costs are paid by the program.
- Will provide transportation for students to and from program, field trips, and on extracurricular activities, UND vehicles will be used.
- Will plan daily evening activities in cooperation with other counselors and under direction of Head Counselor.
- Will tutor/mentor students in assigned class.
- Will monitor all activities of assigned students and do final evaluations.
- Will attend weekly staff meetings.
- Will be on duty **twenty-four hours per day** for the six week period. Three assigned days off will be given at the discretion of the SI Coordinator.
- Will assist and be present during study hall hours, course room or lab hours, driving duties, dorm duties, student monitoring duties, and other assignments of assistance as assigned by Head Counselor or INMED SI Coordinating staff.
- Will be positive, enthusiastic role model for all students.
- Dates of employment will be **June 5th - July 23rd, 2017.**
- Mandatory Staff Orientation is June 5th - June 9th, 2017.

**QUALIFICATIONS:**

Must have ability to tutor in two or more of the subject areas being taught (biology, chemistry, algebra, physics, health/first aid, communications/study skills), preferably at least one science or math.
Must have valid drivers license and good driving record.
Must have a minimum of one year experience working with students.
Must have mature and caring attitude.
Preference given to individuals who have worked specifically with American Indian students.

**PAY:**
Counselor will be paid a salary of $3600.00.

**HOW TO APPLY:**
Submit cover letter, resume, official transcript and three letters of recommendation to:

INMED Program  
UNDSMHS Suite E263  
1301 North Columbia Road Stop 9037  
Grand Forks, North Dakota 58202-9037  
ATTN: Ardith Marsette

For questions, please call INMED at (701) 777-3037

**Deadline is April 14, 2017**