

# ACADEMIA LATINA JUNIOR COUNSELOR

## JOB DESCRIPTION:

Each Junior Counselor will help supervise a Living Group of 8-10 **ACADEMIA LATINA** students during those times when the students are not involved in classes. Junior Counselors will live and eat all meals in the dorms assigned to them. The time commitment for the job is considerable. Students attending **ACADEMIA LATINA** range in age from 11-14 years, so the program must provide a high level of supervision, and Junior Counselors will be an integral part of the needed supervision. Each Junior Counselor will serve as a Teaching Assistant for one or more classes each day. Junior Counselors have an 11:00 p.m. curfew. Junior Counselors must have completed their sophomore year of high school, and be in academic good standing.

## PERSONAL CHARACTERISTIC REQUIREMENTS:

**ACADEMIA LATINA** is looking for high-energy personalities who find working with young people interesting and fun. We are looking for responsible, mature, and emotionally stable individuals. One of the strengths of the **ACADEMIA LATINA** program has been the outstanding role model that counselors provide. Counselors are expected to conduct themselves in an exemplary manner that includes: good personal hygiene, positive attitude, compassion, wise decision-making, and intellectual curiosity.

## DUTIES:

- Live in the dorm and help be responsible for 8-10 students.
- Attend orientation session prior to **ACADEMIA LATINA**.
- Meet daily with **ACADEMIA LATINA** staff.
- Assist at registration and checkout.
- Help with recreational activities, some classes, and evening programs.
- Participate in an evaluation of the session.
- Participate in all afternoon and evening activities.
- Know emergency procedures thoroughly.
- Be available to help Housing Office staff when necessary (i.e., cleaning up after social events, assisting with the linen change, etc.).

## SCHEDULE:

All counselors **MUST** attend staff training at the SOU Pre-College Youth Programs Office on **Saturday, August 16** orientation and preparation. The staff training, orientation sessions, and work parties are an important and fun aspect of preparing for **ACADEMIA LATINA**. Counselors will be notified of the specific time and location of the training at a later date.

**DATES:** August 17-23, 2008

**For more information and questions, please contact Armando Lopez at 552-6478 or  
lopez@sou.edu**



# ACADEMIA LATINA

## JUNIOR COUNSELOR APPLICATION

Application and required documents must be postmarked by **May 16, 2008!**

### Required Application Materials:

- ◆ Submit an **unofficial** high school transcript together with a completed application, and personal statement essay. (See Part III, pages 3)
- ◆ Two applicant recommendations, which may be submitted separately. (See page 4 and 5)

### I. Application Information

Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cellular Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Birth Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Contact Information:** In case of emergency, the University may contact you: \_\_\_ Parent (s) \_\_\_ Guardian(s) \_\_\_ Other

Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cellular Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_

### II. Education

Please provide High School Transcripts

High School: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

\_\_\_\_\_ High School Name City/State

Have you attended Academia Latina? \_\_\_ Yes \_\_\_ No

If yes, Year (s) attended? \_\_\_\_\_







All applicant recommendation forms or any additional letters of recommendation must be postmarked on or before Friday, May 16, 2008 to be considered for a position. You may duplicate this form as needed.