

Title: Counselor Services Assistant

Department: Counselor Services

Supervisor: Counselor Services Associate Directors

Key Responsibilities:

- When one or both of the Counselor Services Associate Directors are unavailable, the Counselor Services Assistant will fill in to be the liaison between staff and counselors
- Support the Conference Services Associate Directors with any requested tasks

Qualifications:

- Over 18 years of age
- Efficient
- Punctual
- Observant
- Proactive
- Organized
- Detail oriented
- Attentive/great listener
- Decisive/takes initiative when needed
- To be knowledgeable of the Counselor Services Associate Directors' responsibilities

Time Commitment:

- July 19 - 23 - During the entire conference

Support: Training and orientation for this position will be provided before the volunteer date. In addition, the Counselor Services Associate Directors will be available for questions and assistance.

Dress Code: Appropriate Casual

Number of Positions Available: 1