**GeoFORCE Counselor**

**Hiring Department:** Jackson School of Geosciences – Outreach and Diversity

**Program**: GeoFORCE Texas

**Compensation:** $18.00/hour + Food, Lodging, and Travel on Field Experiences

**Hours:** 40.00 Flexible from 12:00am – 11:59pm with overtime

**Position Duration:** Temporary

**Location:** Austin **-** J.J Pickle Research Center (North Austin)

**Number of Vacancies:** 40

**General Notes:** Substantial travel is associated with the position. Required to attend counselor training in spring.

**GeoFORCE Mission**

GeoFORCE is an education outreach program that targets diverse and low-income communities in Houston and Southwest Texas. The Jackson School of Geosciences at the University of Texas created GeoFORCE to identify and develop the next generation of diverse leadership for discovery, research, and management of energy, minerals, water, the environment, and natural hazards for the benefit of society.

**Position Description**

As a GeoFORCE Counselor, you are a vital member of a ten-person logistical and education instruction team. Counselors are responsible for the safety of assigned students throughout the duration of the academy. Counselors of the GeoFORCE program serve marginally as role models and are expected to conduct themselves as such, keeping a professional relationship with all students and staff on assigned summer field academies.

**Essential Functions**

* Perform regular head counts throughout day. 25%
* Conduct nightly room checks. 5%
* Safely guide group to designated learning areas. 25%
* Assist students with study material. 15%
* Assist the Educational Coach (EC) in learning activities.
* Assist the Instructor and EC in the field by monitoring student behavior and encouraging participation. 10%
* Monitor student behavior during student free-time. 10%
* Assist the coordinator in enforcing the student rules in a fair and consistent manner. 5%
* Other duties assigned by the coordinator, which pertain to trip logistics. 5%

**Required Qualifications**

* Recent graduate or currently enrolled at a 4-year college or university.
* Ability to communicate effectively with diverse populations, including students, university faculty/research scientists and staff, secondary school faculty and staff, and parents.
* Excellent interpersonal skills and ability to work independently as well as a team member.
* Demonstrated ability to take initiative, use good judgment, pay attention to detail, and handle multiple tasks.
* Essential for counselors be able to navigate on their own strength unassisted on unpaved path, and have the ability to carry or assist in carrying up to 50-lbs. Reasonable accommodations will be made for candidates who are physically unable to hike strenuous trails.

**Preferred Qualifications**

Pursuing a Bachelor's degree in STEM or STEM education field, specifically in the geosciences.

**Working Conditions**

* May work in all weather conditions.
* Will work outside.
* May work in extreme temperatures.
* May work around standard office conditions.
* Climbing of stairs, hiking, and lifting up to 50 lbs.
* Will involve airplane, bus, and/or automobile travel.

**Notes**

Candidates for the GeoFORCE Counselor position are subject to all UT all policies as set forth by the University of Texas Youth Protection Program, UT Human Resources, and GeoFORCE Texas:

* [Youth Protection Program Guidebook](https://youthprotectionprogram.utexas.edu/directors/guidebook/)
  + Zero-tolerance no alcohol policy throughout the field experience
  + CPR/First Aid certification (provided by the program) and if necessary perform First Aid/CPR in field
  + Child-safety training
* [UT Camp Worker Guide](https://hr.utexas.edu/sites/hr.utexas.edu/files/camp_workers_guide.pdf)
  + A criminal history background check will be required for finalist(s) under consideration for this position.
  + If hired, you will be required to complete the federal Employment Eligibility Verification form, I-9. You will be required to present acceptable, original documentsto prove your identity and authorization to work in the United States. Information from the documents will be submitted to the federal E-Verify system for verification. Documents must be presented no later than the third day of employment. Failure to do so will result in dismissal.
* [GeoFORCE Counselor Handbook](file:///C:/Users/lt23934/Box%20Sync/Summer%20Academies/Staff/Staff%20Handbooks/GeoFORCE%20Counselor%20Handbook.pdf)

The University of Texas at Austin, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action.

GeoFORCE Texas is committed to a policy of equal opportunity for all persons and will not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, or veteran status in employment, educational programs and activities, and admissions.

Research indicates that applicants with marginalized identities are hesitant to apply for positions if they do not meet all of the qualifications. We want to emphasize that the preferred qualifications are not required and that we are committed to helping our future colleague develop these preferred skills.

**To Apply**

Link will be posted when application is complete. Applications will be due December 1, 2022 at 11:59 PM (CST).