GeoFORCE Counselor

**Hiring Department:** Jackson School of Geosciences  
**Program:** GeoFORCE Texas  
**Compensation:** $15.00/hour + Food, Lodging, and Travel on Field Experiences  
**Hours:** 40.00 Flexible from 12:00am – 11:59pm with possible overtime  
**Position Duration:** Temporary  
**Location:** Austin, Houston, Uvalde, or San Antonio, TX; Potential out-of-state travel  
**Number of Vacancies:** 40

**General Notes:** Substantial travel is associated with this position. Attendance at a virtual staff training in May is mandatory for the position. Counselors are only hired for the in-person 9th, 10th, and 11th grade academies. In the case UT Youth Protection determines it is unsafe for youth to travel in the summer, we will cancel all field academies and transition to online only, in which case selected counselors would not be hired.

**GeoFORCE Mission**  
GeoFORCE is an education outreach program that targets diverse and low-income communities in Austin, 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 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.  
- Conduct nightly room checks.  
- Safely guide students to designated learning areas.  
- Assist students with studying the academy material.  
- Assist the Educational Coach (EC) in learning activities.  
- Assist the Instructor and EC in the field by monitoring student behavior and encouraging participation.  
- Monitor student behavior during student free-time.  
- Assist the coordinator in enforcing the student rules in a fair and consistent manner.  
- Attend the daily team meeting to review the day’s activities and student behavior.  
- When needed, provide first aid. First Aid & CPR certification is offered as part of training.  
- Other duties assigned by the coordinator, which pertain to trip logistics.

**Required Qualifications**
- Recent graduate or currently enrolled at a 4-year college or university.  
- Ability to communicate effectively with students, university faculty, research scientists, staff, secondary school employees, and parents/guardians from diverse backgrounds.
• 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.

Preferred Qualifications
• Pursuing a Bachelor's degree in STEM or a STEM education field, especially in the geosciences.
• Lifeguard certification.

Working Conditions
• Will work outside. May work in all weather conditions and in extreme temperatures.
• May work around standard office conditions.
• Will involve airplane, bus, and/or automobile travel.
• Daily activities may include climbing stairs, hiking unpaved paths, and/or lifting or assisting in lifting up to 50 lbs. Employees are welcomed and encouraged to request reasonable workplace accommodations.

Notes
Candidates for the GeoFORCE Counselor position are subject to all UT policies as set forth by The University of Texas Youth Protection Program, UT Human Resources, and GeoFORCE Texas:
• Youth Protection Program Guidebook
  o Zero-tolerance no alcohol policy throughout the field experience
  o CPR/First Aid certification (provided by the program)
  o Child-safety training
• UT Camp Worker Guide
  o A criminal history background check will be required for finalist(s) under consideration for this position.
  o If hired, you will be required to complete the federal Employment Eligibility Verification form, I-9. You will be required to present acceptable, original documents to 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. The form I-9 must be completed no later than the third business day of employment. Failure to do so will result in dismissal.
• GeoFORCE Counselor Handbook

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The University is committed to a policy of equal opportunity for all persons and does 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.

The University of Texas Youth Protection Program requires GeoFORCE Texas to select for more than one gender of staff on each academy for the safety of the students. Applicants are asked to provide their gender identity.