



Phillips Academy Summer Session House Counselor Job Description

June 25 – August 6, 2024

About the Program

One of the nation's premier boarding schools, Phillips Academy offers a number of summer programs for rising 7th through 12th grade students that are held on its picturesque campus just 21 miles north of Boston. Collectively they are referred to as "Andover Summer". Our flagship program, [Summer Session](#), challenges students in an innovative five-week, residential program. More than 60 courses are offered, ranging from computer science to marine biology, from ethics and philosophy to economics. [Mathematics & Science for Minority Students](#) – better known as (MS)2 – is a residential, STEM scholarship program for underrepresented students of color that runs concurrently with Summer Session. Andover Summer students bring the world into the classroom by virtue of their enormous diversity of geographic origin, religion, ethnicity, and socioeconomic background. With strong academic records and a serious desire to spend the summer in a residential community, our students enjoy challenging themselves and one another through disciplined study.

About the Role

Summer house counselors live in dorms, and work to ensure that students are safe, supported, well-known, and have fun. The tasks below represent an attempt to characterize the basic commitments of a house counselor, but inevitably do not capture the multifaceted nature of the role.

Responsibilities and Duties

Pre-Summer

- Become familiar with all materials sent in advance for your review
- Complete required pre-employment activities including HR paperwork, background checks/fingerprinting, and completion of online trainings.
- Attend faculty orientation
- Conduct a dorm readiness review of all spaces in the dorm, including common areas and dorm rooms. Ensure appropriate number of beds, dressers, desks, chairs, pillows, and linens based on dorm roster.
- Decorate the dorm to make it a welcoming space for the students who will be living there. Make name signs for all rooms, decorate common areas, and post all relevant summer materials.
- Develop a House Counselor duty calendar and access dorm logs
- Review the student information and files available in Cooley House for the students in your dorm.

During Summer

- **1st Week:**
 - Be visible and present in the dorm on the first day and ready to engage early arrivals.
 - Welcome students and families on registration day and gather important contact information (cell phone numbers, email addresses)

- Communicate with families of your advisees to introduce yourself, share contact information, and reassure families that their students are in good hands.
- Coordinate dorm activities & events to support building community and address potential issues of homesickness.
- Run dorm meetings each night during Student Orientation. Ensure students have logged into their Andover email accounts.
- Ensure announced and unannounced fire drills take place and the paperwork is submitted within 24 hours.
- **Weekly:**
 - Meet as a dorm team to share information on students and their progress, address any concerns, and coordinate responses.
 - Hold a dorm munch and meeting to convey important information and check in on students' progress. Use the meeting agendas provided by deans for guidance.
 - Check in on students' progress individually. Share concerns with dorm team and deans/teachers, as necessary.
 - Approve and document day and overnight excuses for students.
- **When "on duty" – primary or secondary**
 - Be a visible presence in the dorm and at all meals and events (consider inviting students to attend as a group with you)
 - Be accessible to students during the day and evening hours and be present in the dorm overnight.
 - Be a visible and accessible presence in the dorm from 7:15pm on; actively interact with students during this time or be stationed in the common room. Be available until 10:30pm.
 - Confirm that all students have signed out to a place of study at the start of the evening and have signed in with you face-to-face by 9:30pm (Sunday-Friday) or 11:00pm (Saturdays). Report any missing students to the deans immediately after attempting to make contact.
 - Complete online dorm log
 - Assign any consequences to students who do not meet dorm expectations (as needed) and ensure these are communicated to other House Counselors via dorm logs.
 - Ensure students who have been assigned restrictions, study halls, or centers understand and are abiding by these expectations.
- **Ongoing:**
 - Establish a positive dorm culture.
 - Communicate important information to students regarding schedules, upcoming events, announcements, etc. via postings, emails, and in-person check-ins.
 - Build relationships with students through regular check-ins, being visible and available in the dorms, participating in informal gatherings, etc.
 - Take an active and evident interest in the overall well-being of students in your dorm. Become familiar with their strengths and needs, both academic and emotional, and advise them accordingly.
 - Communicate with families (including a progress-check email during week #3)
 - Celebrate students' birthdays
 - Know and enforce the rules and standards of the Summer Session.
 - Solve student issues and address concerns as they arise. Handle in-house if appropriate or escalate to deans if necessary.

- Chaperone at least one on-campus event and one off-campus trip over the course of the summer.
- Act as an evening library proctor at least once over the course of the summer.
- Participate in faculty meetings.
- **Mid-Summer**
 - Review the Instructor reports and grades submitted by teachers
 - Schedule and hold check-in meetings with each student
 - Contact families (using email templates) to keep them apprised of students' progress
- **End-of-Summer**
 - Write House Counselor Reports for each advisee according to direction provided
 - Prepare students for departure (check dorm rooms for cleanliness, gather keys to be returned to Cooley House, ensure students are aware of travel plans and prepared for departure)
 - Return room keys.
 - Report any damages (i.e., broken screens, missing trash can, etc.)
 - Provide feedback to Director via survey and reflection session.

Ideal Candidate Profile

- At least three years of undergraduate study; college degree preferred
- Experience working with students in grades 7-8 or 9-12
- Experience living in a residential setting with students; supervisory experience in such a residential setting preferred
- Demonstrated experience and success in collaborative environment
- Flexibility and adaptability in a fast-paced, dynamic environment requiring both the ability to take direction and the readiness to problem-solve
- Appreciation of the mission and culture of independent, residential, college-preparatory schools.
- Exceptional communication skills (speaking and writing)
- Exceptional interpersonal skills

**Please note that duties and responsibilities may shift depending on public health guidance, updated program offerings, or Andover Summer policies.*

How to Apply

In order to apply for this position, please visit our website at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7ddc8884-11ea-4d1a-a8a0-2e8834b6caf3&ccId=9200508496526_2&lang=en_US. Compensation for serving as a House Counselor begins at \$1850 for the summer; when combined with other campus roles such as teaching and coaching, faculty members can earn a starting salary of \$6185.

Phillips Academy is an equal opportunity employer. Phillips Academy is an intentionally diverse and inclusive residential community “committed to creating an equitable and inclusive school in which students from diverse backgrounds, cultures, and experiences—including race, ethnicity, nationality, gender, socioeconomic class, sexual orientation, gender identity, religion, and ability—learn and grow together.” The ideal candidate supports the inclusive and diverse nature of the community. Any offers of employment will be contingent upon

successful CORI/SORI and fingerprinting background checks as well as unrestricted authorization to work in the United States.