



SAFE COUNSELOR JOB DESCRIPTION

DEAN OF STUDENTS OFFICE - SAFE PROGRAM

WHAT IS A SAFE COUNSELOR?

SAFE Counselors are upper division students who serve as mentors to first year students. SAFE Counselors work with first year students throughout their first year helping them adjust to life in college.

WHAT DOES A SAFE COUNSELOR DO?

SAFE Counselors work closely with the SAFE program director and AIMS program director to provide adequate mentoring for assigned students. Successful mentors are flexible and wear many hats. They serve as a friend and colleague, role model and confidante, and as a mentor. SAFE Counselors help students learn the “academic” ropes of the university and serves as a bridge between faculty, staff and students. They are also creative team players in helping student adjust to the rigors of the college experience. For example: SAFE Counselors help students:

- develop skills necessary to succeed in college
- define realistic goals and expectations within their first year of college
- Stay motivated towards achieving academic success
- Strengthen students’ self-esteem and confidence

SAFE Counselors help create a sense of community for students and are **expected to spend at least 5-10 hours per week with their assigned mentor group.**

RESPONSIBILITIES OF A SAFE COUNSELOR

SAFE Counselors are expected to be involved in all aspects of the SAFE Program. Involvement includes, but not limited to:

- Serving as a role model both academically and socially
- Maintaining and encouraging a positive attitude towards the SAFE program
- Serving as a reliable academic, campus/community resource and referral agent.
- Helping students establish goals and explore career options.
- Challenging students to take risks and succeed both inside and outside of the classroom
- Mentoring students for one full academic year
- Planning both social and academic activities with students
- Attending Mandatory Training Sessions, specifically: **SAFE Counselor Training, SAFE Voyage, and SAFE Counselor Meetings.**
- Maintaining a 2.5 cumulative GPA
- Performing all other duties and responsibilities as assigned.

BENEFITS

As a SAFE Counselor, the benefits are endless! SAFE Counselors will:

- Enjoy the *Small Wins* of working with first year students
- Assist new students in making a healthy transition to the UNCC
- Gain valuable leadership experience
- Develop close working relationships with faculty and staff and become even better students.
- Receive on-going training to help develop leadership, interpersonal, and mentoring skills.
- Move in early during the Fall semester
- ***Earn \$7.50 per hour for 20 hours per month***

REQUIREMENTS

- Commitment to 1 academic year of service
- Knowledge of UNCC Campus and Local Community
- Be a sophomore, junior, or senior
- Participate in at least one student organization, club or group (desirable)
- Have at least a 2.5 GPA
- Have excellent interpersonal skills and the ability to work in a culturally-diverse environment
- Have a sincere concern for the well being of first year students.
- ***Available to work during Opening Week/SAFE Voyage and Mentor Training in August***
- Ability to communicate and work well with others
- Available for weekly SAFE Counselor Meetings