



Summer Advisor – Hartford Job Description (Multiple positions available)

PROGRAM OVERVIEW:

UConn Pre-College Summer (PCS) is committed to providing a safe and supportive living-learning environment, allowing rising high school sophomores, juniors, and seniors to explore their academic interests, while gaining knowledge of institutional activities and social environments on a college campus. PCS serves as an exploratory experience where students will gain an understanding of the college classroom with engaging University faculty and explore nuances and areas of college life at a nationally ranked public University.

POSITION OVERVIEW:

Under the supervision of UConn's Pre-College Summer (PCS) administration, the **Summer Advisor** is responsible for the safety of program participants and the coordination of a positive academic, social, learning, and community environment. This **appointment requires commitment** for the program period of **June 29th, 2026 – July 3rd, 2026**. Training will take place on the Hartford campus from **June 23rd, 2026 – June 26th, 2026**.

Requested time off will be reviewed and approved by the Program Coordinator at Hartford. Summer Advisor duties are demanding and require maturity, genuine concern for program participants, a desire to work collaboratively with other Summer Advisors, strong interpersonal abilities, and an understanding of Pre-College Summer Program goals and policies.

The position will include a stipend of (NEW SUMMER ADVISOR RATE: \$1,200.00 before taxes and ~~RETURNING SUMMER ADVISOR RATE: \$1200.00 before taxes~~).

POSITION RESPONSIBILITIES AND DUTIES:

As a disclaimer, due to the nature of this program, it is an expectation that you are on time and ready as the following are shared. If an emergency arises during a shift, you are asked to communicate with the Program Coordinator to find appropriate support and solutions.

NOTE: Selected candidates will be required to complete CPR/First Aid training and an online Minor Protection training. A criminal background check of selected candidates is required through the UConn Office of Minor Protection.

UConn

PRE-COLLEGE SUMMER

Daytime Shift Responsibilities

- Assist in the classroom with assigned classes every day for about 3 hours per day
- Some classes may differ depending on needs (ex: class trips)
- Support and assist with day-to-day commitments
- Collaborate with program staff on administrative assignments

General and Student/Community Development

- Participate in a mandatory Summer Advisor training prior to the start of the summer program
- Be present and engaged in training sessions
- Be a team player, and help cultivate a positive & supportive community
- Serve as a peer mentor using a holistic practice for program participants and engage with their PCS experience
- Actively assist with and coordinate student check-in, orientation, team building activities, safety trainings, etc. during the program
- Supervise and support participants with the transition to UConn, including assisting them in navigating the campus' academic, social and dining facilities and activities
- Attend to the personal well-being of participants such as in health, safety, security and emergency situations
- Attend and participate in staff meetings, activities, and academic and social workshop programs
- Perform administrative duties as assigned including, but not limited to; distributing information, completing incident reports, keeping inventory of social program supplies, and checking and responding to email and phone communication
- Regularly check and respond to email and phone communication
- Perform other tasks as assigned and as needed

Risk Management and Policy Enforcement

- Confront and document inappropriate behavior to hold participants responsible for their actions
- Follow Minor Protection policies for the safety of participants, staff, and others
- Maintain privacy and/or confidentiality when handling participant and community issues
- Support and uphold University and Pre-College Summer policies by personal example
- Be knowledgeable of, enforce, and abide by all University policies and procedures, as well as State & Federal laws



PRE-COLLEGE SUMMER

MINIMUM ACCEPTABLE QUALIFICATIONS:

- Excellent leadership and interpersonal skills, and an ability to communicate clearly and effectively
- Demonstrated leadership and/or involvement experience
- Highly developed conflict management skills and ability to address concerns with students as well as fellow staff members
- Ability to work effectively with people from a variety of different backgrounds (race/ethnicity, gender, sexual orientation, religion, socio-economic status, disabilities, etc.)
- A desire to work collaboratively as part of a highly functioning team in a fast-paced environment
- No other scheduled commitments that would conflict with performing the duties/schedule of this role (classes, research, appointments, jobs, practice, GA commitments, etc.)
- Must be eligible to work in the US (International students on F-1 and J-1 visas may work on campus within the employment rules authorized by their visa [UConn International Student Employment](#))

PREFERRED QUALIFICATIONS:

- Previous experience as a Resident Assistant, Peer Mentor, or similar role in a campus setting
- An understanding of the needs of, and interest in, working with high school students
- Familiarity with the UConn Hartford campus and culture (including rules, regulations, and policies)

ADDITIONAL DETAILS:

Position Description: Please note that changes may be made to this position description.

A resume and letter of recommendation are REQUIRED for all applicants. Letter of recommendation should include your current skills and 1-2 examples of your experience with context of working with high school students and/or college students.

Qualified applicants will be invited to participate in a group (in-person) and individual interview (either in-person or via online video) in February 2026. Please take note of the [application timeline](#).



PRE-COLLEGE SUMMER

For more information or if you have any questions, please contact Yamileth Lopez-Ramos, PCS Graduate Assistant, at ylr18001work@uconn.edu.

Use Subject Line: PCS Summer Advisor at Hartford

TO APPLY FOR THIS POSITION, PLEASE USE THE FOLLOWING LINK:

<https://precollege-summer.uconn.edu/summerjobs/>

Pre-College Summer

University of Connecticut

368 Fairfield Way, Unit 4171

Storrs, Connecticut, 06269-4171

Phone: 860-486-0149 | **Fax:** 860-486-4868

Email: pcs@uconn.edu