COLUMBIA UNIVERSITY
ACADEMIC SUCCESS PROGRAMS
SUMMER BRIDGE PROGRAM

Contract of Employment

Job Title: Residential Counselor

Specific Responsibilities:
- Assist in peer counseling and tutoring pre first-year students;
- Develop and supervise recreational activities;
- Complete student evaluation forms;
- Attend orientation and staff meetings;
- Assist instructors in classroom activities;
- Monitor classroom attendance;
- Supervise evening and weekend activities; and
- Other tasks as assigned.

Total Compensation for Duration of Contract:
- $2,100 Stipend
- Housing for the duration of the program and training
- Three meals per day on weekdays
- Access to the Dodge Fitness Center

Projected Pay Period*: Semi-monthly during the month of July & August 2016
*Dependent on timely submission of Employment Eligibility Verification documentation and Employee's Withholding Certificate (Form W-4)

Duration of Contract: June 27, 2016 – August 3, 2016

Residential Counselors are an integral part of the Summer Bridge Program and must be in good academic standing.

I understand that if found in violation of job responsibilities or engage in inappropriate work place behavior this contract can be terminated. I understand and agree to the aforementioned terms of this contract.