

Undergraduate Counselor for Weinberg Summer Programs –  
Bio&ChemEXCEL and Bridge

Applications are now being accepted for undergraduate counselors for the Weinberg Summer Programs. Both Bio&ChemEXCEL and Bridge are five-week academic/residential programs open to selected incoming Northwestern first-year students in Weinberg College of Arts and Science. These programs provide rigorous academic preparation and a cultural community of support for first-generation and lower-income students.

We anticipate that our summer programs will be conducted in-person, on-campus for the summer of 2025. Counselors will be required to live in the residential dorm with the student participants during the program dates.

**Bio&ChemEXCEL will run from Sunday, June 22 to Sunday, July 27.**

- Positions needed: 5 counselors with experience in first-year science coursework (general chemistry, calculus, and/or biology)
- Pay: \$2500 minus applicable taxes. Free housing and dining will be provided
- See job description below

Application Deadline: Friday, March 1 by 11:59pm

Applications should include:

- A resume
- A short essay (around 300 words) describing why you would like to be a counselor this summer
- Click [here](#) to apply

Applicants to be considered further will be invited for an interview sometime between reading week and spring break. If you have any questions about the position, please feel free to contact Dr. Luke Flores at [L-Flores2@northwestern.edu](mailto:L-Flores2@northwestern.edu).

## Bio&ChemEXCEL – Undergraduate Counselor Job Description

Undergraduate Counselors provide community building opportunities and academic support to the students in the Hodge EXCEL (McCormick School of Engineering) and Bio&ChemEXCEL (Weinberg College of Arts and Sciences) programs. This person will be able to communicate with and relate to a diverse group of students to understand their individual needs and to help those students establish strong social networks as well as connect with the appropriate academic, social and health-related resources on campus. The ideal Counselor must be able to work successfully on a team as needed while also being self-motivated to work independently as needed.

Primary responsibilities include:

1. Outreach to students during the program recruitment process in spring quarter
2. Attending training and planning sessions in the spring quarter – dates TBD
3. Living on campus with counselor team and program participants for the entirety of the program – June 22<sup>nd</sup> to July 27<sup>th</sup>
4. Assisting with student move-in and orientation on Monday, June 23<sup>rd</sup>
5. Daily check-ins with program participants, including attendance at dinners every night
6. Organizing and supporting community building activities such as field day, movie viewing, game night, and trips around Evanston/Chicago
7. Leading 1 weekly study session for either chemistry or calculus, 1 weekly hobby night activity, and 1 weekly “on-call” service
8. Maintaining a safe and productive environment for participants within the residence hall and mediating conflict, following all university policies
9. Communicating regularly and meeting weekly with Arch program administrators and EXCEL instructors