

COUNSELOR RESPONSIBILITIES

- Coordinate everyone's schedule (always have someone in office)
- Redistribute schools among mentors
- Set up weekly team meetings w/FYS Team
- Set up monthly team meetings w/ALL FYS Team members
- Set up weekly on-one-one's
- Weekly Staff Meetings
- One-on-one daily meetings w/Michelle
- Weekly planning meetings w/Dori
- Monthly Gear UP Statewide Training
- PACE Board meeting (monthly)
- Make connections w/schools to eventually get confirmation of attendance
 - Access to Banner (UVU)
 - Snow, Dixie, SUU, BYU, U of U
- Order business cards for newly hired FYS Mentors
- Know layout of Gear UP organization
 - FYS team members within the state
- SEF – Senior Exit Forms
 - Training – Dori/Tiba (create training)
 - Training w/Dori, Tiba, Erika, Kim, Michelle, Nancy
 - Training w/ other FYS mentors
 - Work with Nancy so she has accurate data
 - Student names
 - High School Counselors, Nancy, Kim, FYS Mentors
 - Update student contact information (Phone number and email address)
 - Create Tracking Sheets
 - Work w/Tiba on Cadence master sheet of all Gear UP students
 - Training on Cadence
 - FERPA (Follow-up with high school counselors to make sure the form is completed).
 - Box
 - **Add SEF 1, 2, 3**
 - Editable
- Summer Bridge
 - PPT
 - Budget (Sherene)
 - Organize workshops and presentations
 - Order food
 - Flyer
 - Advertising/Marketing – Nikki
 - Meetings with Tiffany Evans from Academic Affairs
 - Schedule rooms with Events
 - Collaboration with other UVU departments across campus

- TRIO/EOC trainings
- End of year high school senior celebrations (FYS support)
- Drivers Training (annually)
- High School Visits
 - Divide & Conquer visits by updating calendar daily
 - PPT
 - FYS
 - Summer Bridge
 - Order food for high school visits
 - Signature Sheets (create & sign off)
 - Times
 - During lunches
 - Travel Time
 - Reconcile PCARD statement monthly
 - Write approval emails for food purchases
- Travel reservations for conferences
- Approval of Time & Effort for FYS staff
- Final approval on Contact Logs
- Final approval for TIMS (daily)
- Correspondence through teams or emails w/different regions – regional partners
- Problem Solving & Trouble Shooting
 - Making decisions for unexpected situations or extenuating circumstances
- Training w/HR
 - HR/supervisor performance (monthly)
- Understand Terms
 - Year 89
 - Year 99
 - Year 13
 - Year 14
- Student Contact – SEF 2 & 3, Appts, FAFSA Renewal, Other questions, etc., Fall registration, Spring registration, student – college timeline
 - Work w/
 - Unknown
 - LDS Mission
 - Out-of-state schools
 - Tech Schools
- **Fill in where and when needed when FYS team member(s) aren't available (one of our mentor's has left & there is a possibility of losing two more at the end of the summer)
 - All mentors are part-time, which means they are restricted on their hours (cannot go over 28 hours), and two of mentors are students and cannot go over 20 hours/week
- Train high school counselors who FYS mentors are & what we do
 - Work w/Helen
- Fall
 - New fiscal school year

- Planning
 - Budget Proposals
 - Work w/current freshman (Year 13)
 - Cadence, emails, FAFSA renewal, misc. questions
 - GEAR UP Day
 - Planning committee
 - GEAR UP West Conference – October
 - Set up high school visits
- Winter
 - Learn more on what cost share is
 - Learn more about APR
 - FERPA
- Spring
 - Set up high school visits
- Summer
 - Organize college visits w/FYS mentors
 - Create a FYS mentors retreat
 - Backpack Event
 - Week Long – Dates: August 8-12??
 - At Gear UP house
 - East High School
 - Set up Budget (Sherene)
 - Purchase Items
 - Backpacks (\$20/each?)
 - Notebooks (2)
 - Pens/Highlighters (2 of each)
 - Post-its?
 - Calculator
 - First Aid Kit
 - Stickers
 - Snacks
 - Water Bottle