



PIPELINE SUMMER PROGRAMS 2017 STAFF APPLICATION PACKAGE

Pipeline Summer Program* Timeline

Staff Orientation (Required)	May 4, 2017 (10 am – 12 noon)
STAFF TRAINING (Required)	May 14 – 20, 2017 (10am - 5pm daily)
Harlem Academy Program	June 7 – June 9, 2017
Bernard Harris Summer Science Camp	June 23 – July 7, 2017 (pending)
BEAM Program	July 6 – August 2, 2017
PREFACE Summer Program	July 9 – July 22, 2017
STEP Summer Programs	July 10 – July 28, 2017
Amsterdam LEGO Academy	July 23 – July 28, 2017
GE Girls	July 31 – August 4, 2017

*****Note that these programs are contingent on final sponsor program and funding approval. Programs are described on page 2, and positions are on pages 3 & 4 of the staff application package.***

Pipeline Summer Application Timeline

- Applications posted:** December 16, 2016
- Information Sessions:** Monday, January 23, 2017, 4-5 p.m.
Wednesday, January 25, 2017, 4-5 p.m.
Friday, January 27, 2017, 4-5 p.m.

DOSO Conference Room, 4th floor Academy Hall, Room 4411
You may attend any one of these sessions, or make an appointment for another time.
- Application deadline:** Friday, February 10, 2017, or until all positions are filled
- Position interviews:** February 13 – March 3, 2017, and until all positions are filled
- Position notification:** March 13, 2017, until all positions are filled
- Return completed applications to:** Cynthia Smith, Asst. Dean of Students, Director of Pipeline Initiatives
Rensselaer Polytechnic Institute
110 8th Street, Academy Hall 4629
Troy, New York 12180-3590



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2017 Rensselaer Pipeline Summer Initiatives

All programs are contingent on final sponsor program and funding approval. Rensselaer hopes to hire a total of 10 students in 2017 to work in these programs.

HARLEM ACADEMY Collaboration for Innovation

The 2017 Collaboration for Innovation @ Rensselaer Polytechnic Institute, a three-day residential experience, is designed to inspire and prepare Harlem Academy 5th, 6th, 7th and 8th grade students for opportunities in the sciences, technology, engineering, and mathematics. The experience will model science and engineering processes through a project-oriented, problem solving approach to learning. The goal is that students develop an appreciation of and confidence in their ability to excel and succeed in school, aspire to a college education, and have the means to achieve their hopes and dreams.

EXXONMOBIL BERNARD HARRIS SUMMER SCIENCE CAMP

For the 10th year in a row, Rensselaer hopes to host an EMBHSSC at Rensselaer. We should learn by early February whether we will be granted that opportunity for 2017. The EMBHSSC affords middle school students the opportunity to aspire to study STEM (science, technology, engineering and math) disciplines, engage in meaningful STEM educational experiences on a college campus, and develop skills and strategies that will make them better learners, problem solvers and citizens. Middle school students going in the 6th, 7th and 8th grades, working in teams participate in interdisciplinary laboratory experiences that link physical and life sciences, mathematics, engineering design, critical reading and writing, and community building. The students live at Rensselaer for two weeks and engage in enrichment activities on and off campus designed to inspire their desire to pursue a STEM profession.

PREFACE SUMMER PROGRAM

Celebrating its 39th summer in 2017, PREFACE is a two-week residential program designed to enable talented minority or female high school students entering the 11th or the 12th grade to explore career and educational opportunities available in engineering and engineering-related professions. The two-week session includes an introduction to engineering processes, problem solving, and interactive learning through Introduction to Manufacturing Processes, Introduction to Electronics, Introduction to Engineering Design and

Solid Works. Participants are introduced to engineering fields, visit an industrial manufacturing facility, and engage in short, competitive projects. Applicants for this fully funded program come from all over the country.

STEP SUMMER

STEP (Science & Technology Entry Program) is a 3 week-long day program for underrepresented minorities or economically disadvantaged students from Troy and the capital region. Rising 7th and 8th graders, and rising 9th, 10th and 11th graders enjoy a two-week day camp opportunity engaged in project-based STEM activities and research designed to spark a deeper interest in science and technology and a stronger understanding of math and writing. Rising 11th & 12th grade students participate in the one-week, college and career preparation Path to Success program designed to strengthen their study-skills, writing and public speaking ability, and leadership potential. The program is funded by the New York State Department of Education.

BRIDGE TO ENTER ADVANCED MATHEMATICS (BEAM)

The mission of BEAM is to create pathways for underserved students to become scientists, mathematicians, engineers, and computer scientists. During the residential three week summer program, rising 8th grade students are immersed in deep mathematical experiences in addition to being provided the community and academic support to advance through advanced academic programs through high school in preparation for collegiate studies in STEM disciplines.

AMSTERDAM LEGO ACADEMY

The Amsterdam LEGO Academy is hosted in collaboration with Rensselaer's CIPCE (Center for Initiatives in Pre-College Education.) It is a one-week, residential summer program for invited 7th grade students who attend school in the City of Amsterdam, NY, to engage them in hands-on robotics activities and introduce them to life on a college campus.

GE GIRLS AT RENSSELAER

GE Girls at Rensselaer aims at increasing girls' interest in science and technology and ultimately increasing the number of woman engineers. Students from Schenectady who are going into the 8th grade will attend the week-long, day program and engage in a variety of activities including visiting the Schenectady General Electric plant as part of their enriched STEM experience.



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PIPELINE SUMMER PROGRAMS, 2017

JOB DESCRIPTION: Resident Director (RD)

The Resident Director is the key administrative position for DOSO Summer Programs. The Resident Director reports directly to the Director of Pipeline Initiatives and Partnerships and works with the Director to plan, coordinate, and execute successful summer programs which include on-campus academic and recreational activities and scheduled field excursions.

Minimum Qualifications:

Junior status with minimum GPA of 3.25; demonstrated leadership ability, strong administrative background, excellent organizational and communication skills.

RESPONSIBILITIES

- Conduct weekly meetings with teaching resident assistants (TRAs) and participants
- Supervise and delegate tasks to the team of teaching resident assistants (TRAs).
- Provide timely information to Pipeline Staff concerning problems and/or difficulties with TRA staff or participants.
- Manage scheduled classes, seminars, demonstrations, presentations and other related activities as designated by the Pipeline Staff
- Coordinate efforts to achieve the goals and objectives of the program
- Promote and maintain positive relationships with the Pipeline staff, Rensselaer TRA staff, hired teaching staff and student participants
- Identify the personal and academic needs of the Rensselaer TRA staff and student participants; develop insights of their needs; create effective strategies to cope with them, or refer them to the appropriate individual
- Evaluate each TRA staff member's performance and progress weekly and overall performance at the conclusion of the program; Submit written evaluation of program.
- Enforce ALL program policies, rules and regulations to insure the safety of student participants both in and out of the residence hall
- Perform other duties as assigned by the DOSO Professional Staff.

****Salary (+ Room and Board!)**

\$727.50 per week (Harlem Academy, Preface, STEP, EMBHSSC, GE Girls, BEAM, Amsterdam LEGO Academy)

*****Note that all programs are contingent on final sponsor program and funding approval.***

Students hired for the DOSO Summer Program positions are required to attend a brief orientation and a comprehensive training program prior to reporting to their appointed position. The 2017 orientation is on May 4, and the training dates will be May 14-20, during Senior Week. Report dates for each summer program are generally 1-2 days prior to each program start date and will be stated in the employment contract.



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PIPELINE SUMMER PROGRAMS, 2017

JOB DESCRIPTION: Teaching Resident Assistant (TRA)

The Teaching Resident Assistant serves as a positive role model, teacher and mentor, and provides guidance for program participants within the project-oriented, hands-on, structured STEM programs. The Teaching Resident Assistant works as a member of the pipeline team and reports to the Resident Director and the Pipeline Director.

Minimum Qualifications:

A minimum GPA of 2.8, enrollment at Rensselaer Polytechnic Institute is required for TRA applicants, and demonstrated academic, organizational and communications skills based on high school and/or college academic performance, resume, and references. Applicants must have completed at least one semester at Rensselaer for consideration of employment.

RESPONSIBILITIES

- Attend all required classes, seminars, demonstrations, workshops, presentations and related activities with the program participants as directed by the Pipeline Staff
- Work with the pipeline team to accomplish all program goals, including the success and safety of program participants
- Actively communicate with pipeline team on observations, questions, and concerns to ensure program design and participant success
- Support program faculty and teachers to assist in the participant learning process
- Provide academic assistance, personal and career guidance and support for all planned activities.
- Facilitate positive relationships with and among the student participants; be visible, available and accessible to participants when on duty
- Monitor each student participant’s attendance, punctuality, attitude, performance, progress and/or problems during all class and lab settings; make written and oral evaluation of participant problems and progress
- Identify personal and academic needs of the student participants; develop insights of their needs; create effective strategies to cope with them
- Evaluate assigned participant’s progress and overall program effectiveness
- Guide participant teams to successfully accomplish team goals
- Observe and enforce ALL program policies, rules and regulations
- Perform other duties as assigned by the Resident Director and the DOSO Professional Staff.

****Hourly pay (+ Room and Board!)**

\$9.70 per hour, 40 hours per week
(Harlem Academy, Preface, STEP, EMBHSSC, BEAM,
Amsterdam LEGO Academy, GE Girls)

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PIPELINE SUMMER PROGRAMS 2017 - EMPLOYMENT APPLICATION (page 1 of 2)

PART I (Applicant Information): print clearly

Name _____ E-mail _____

Class Year _____ Cum GPA _____ Major _____ Minor _____

RIN # _____

Date of Birth _____ Gender: Male _____ Female _____ Men's Shirt Size: T-shirt _____ Polo _____

Local Address _____ (zip) _____

Home Address _____ (zip) _____

Cell Phone (____) ____- _____ Home Phone (____) ____- _____

We prefer to hire students for multiple programs during the summer and intend to hire a total of 10 students. Based on your understanding of the programs and your interest in their missions, rank your order of preference for the programs you wish to work. If you are not available for any of the programs, please indicate "NA" in the space.

Harlem Academy Program	June 7 – June 9, 2017	_____
Bernard Harris Summer Science Camp	June 25 – July 7, 2017 (pending)	_____
BEAM Program	July 6 – August 2, 2017	_____
PREFACE Summer Program	July 9 – July 22, 2017	_____
STEP Summer Programs	July 10 – July 28, 2017	_____
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GE Girls	July 31 – August 4, 2017	_____

****Note that all programs are contingent on final sponsor program and funding approval. Check the position(s) you wish to be considered for in the Program(s) you selected above. Be sure to read the Job Descriptions for each position on pages 3 & 4.**

Resident Director (RD) _____

Teaching Resident Assistant (TRA) _____

Check course(s) you feel qualified to support if needed:

- | | | |
|-------|---------------------------------------|----------------------------------------|
| _____ | Math (list) _____ | _____ |
| _____ | Science (list) _____ | _____ |
| _____ | Study & Research Skills | _____ Leadership/Career Development |
| _____ | Robotics | _____ Architecture & Drafting |
| _____ | Computer Coding | _____ Computer Skills |
| _____ | Health Education | _____ Anti-Bullying Programs |
| _____ | Intro to Electronics | _____ Intro to Manufacturing Processes |
| _____ | Solid Works | _____ Intro to Engineering Design |
| _____ | Other Courses/Skills (Specify): _____ | _____ |

The Summer Program Positions are considered full time, 40 hour per week positions. Indicate if you are considering conducting research or enrolling in any summer course(s) this summer. Provide information on the nature of the research or the coursework and the relative time commitment you anticipate at this time.



PIPELINE SUMMER PROGRAMS 2017 - EMPLOYMENT APPLICATION (page 2 of 2)

PART II (Questionnaire)

On a separate sheet of paper, please answer the following five questions, and attach the document to this application before submission.

1. Describe your understanding of the purpose and goals of the Pipeline summer programs.
2. Explain why you want to work with the Pipeline summer programs you have indicated.
3. What counseling, mentoring, administrative and/or supervisory experience do you have that you believe to be relevant to the position for which you are applying. Be specific.
4. Do you have any tutoring and/or teaching experience? If so, please list the courses, grade received and date of each relevant course.
5. If a participant in the program goes away from the summer experience with only one idea about life at Rensselaer or college in general, what idea would you want that participant to leave with having completed the summer program? Explain.

PART III (References)

Provide the names, addresses and phone numbers for two (2) people who will serve as a reference (teacher, minister, and/ or work supervisor).

NAME _____ TITLE: _____
 ADDRESS _____ PHONE _____

NAME _____ TITLE: _____
 ADDRESS _____ PHONE _____

PART IV – (Resume)

Attach a copy of your current resume to this application.

PART V – (Submission)

Return pages 5& 6 of the PIPELINE Summer Programs 2017 Employment Application, the questionnaire attachment, and your résumé to:

Cynthia Smith, Assistant Dean of Students, Director of Pipeline Initiatives
 Rensselaer Polytechnic Institute
 110 8th Street, Academy Hall 4629
 Troy, New York 12180-3590
 FAX: (518) 276-8194 EMAIL: smithc@rpi.edu

Deadline for Receipt of Application: February 10, 2017. Additional applications may be submitted until all positions are filled.