**DOSO SUMMER PROGRAMS 2015**

**STAFF APPLICATION PACKAGE**

**DOSO Summer Program** Timeline

- **Staff Orientation (Required):** Date and time TBA
- **STAFF TRAINING (Required):** May 29 – June 3, 2015
- **Harlem Academy Program:** June 3 – June 5, 2015
- **Bernard Harris Summer Science Camp:** June 21 – July 3, 2015
- **PREFACE Summer Program:**
  - Session I: July 5 – July 18, 2015
  - Session II: July 19 – August 1, 2015
- **STEP Summer Programs:** July 6 – July 24, 2015
- **GE Girls:** August 3 – August 7, 2015

**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.

**DOSO Summer Application Timeline**

- **Applications posted:** January 15, 2015
- **Information Sessions:**
  - Wednesday, February 4, 2015
    - 10-11 a.m.; 12-1 p.m.; 2-3 p.m.; 4-5 p.m.
  - Tuesday, February 10, 2015
    - 3-4 p.m.; 4-5 p.m.
  - DOSO Conference Room, 4th floor Academy Hall
    - You may attend any one of these sessions, or make an appointment for another time.
- **Application deadline:** Friday, March 6, 2015, or until all positions are filled
- **Position interviews:** March & April 2015, and until all positions are filled
- **Position notification:** Beginning March 15, 2015, until all positions are filled

**Return completed applications to:** Cynthia Smith, Assistant Dean of Students
Rensselaer Polytechnic Institute
110 8th Street, Academy Hall 4629
Troy, New York 12180-3590
2015 Rensselaer Pipeline Initiatives
All programs are contingent on final sponsor program and funding approval. Rensselaer hopes to hire a total of 12 students in 2015 to work in these programs.

HARLEM ACADEMY Collaboration for Innovation
The 2015 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. The program is fully funded by Rensselaer and the Harlem Academy.

PREFACE SUMMER PROGRAM
Celebrating its 37th summer in 2015, 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 the 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 and Introduction to Engineering Design. Participants are introduced to engineering fields, visit an industrial manufacturing facility, and engage in short, competitive projects. Applicants for this program, which fully subsidizes all costs including round-trip transportation to and from Rensselaer, come from all over the country.

STEP SUMMER
STEP (Science & Technology Entry Program) Summer is for underrepresented minorities or economically disadvantaged students from Troy and the capital region. Rising 7th and 8th graders enjoy a two-week day camp opportunity. Students who will be in the 9th, 10th and 11th grades also enjoy a two week experience during which they will be exposed to college life at Rensselaer. Rising 12th graders participate in leadership development and the college preparation process. In addition to academics designed to spark a deeper interest in science and computers, and a stronger understanding of math and writing, students will go to short courses to strengthen their study-skills, writing and public speaking ability, and leadership potential. They will also explore college and career opportunities. The program is sponsored by the New York State Department of Education.

GE Girls at Rensselaer
GE Girls at Rensselaer aims at interesting girls in science and technology, and ultimately increasing the number of woman engineers. Middle school students 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.

ExxonMobil BERNARD HARRIS SUMMER SCIENCE CAMP
For the 8th year in a row, Rensselaer has made application to host an ExxonMobil Bernard Harris Summer Science Camp at Rensselaer. We should learn in the middle of February from the Harris Foundation whether we will be granted that opportunity for 2015. The EMBHSSC affords middle school students the opportunity to aspire to 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 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.
DOSO SUMMER PROGRAMS, 2015

JOB DESCRIPTION:  Resident Director (RD)

The Resident Director is the key administrative position for DOSO Summer Programs. This individual will provide personal, career and academic guidance to program participants; serve as a positive role model for participants and program; maintain visibility and availability to participants, parents and staff at all times. Report to the DOSO Professional Staff.

Minimum Qualifications:

Senior status or graduating senior; minimum GPA of 3.0; demonstrated leadership ability, strong administrative background, excellent organizational and communication skills; and a licensed driver.

RESPONSIBILITIES

- Foster positive relationships with the DOSO Professional staff, Rensselaer TRA staff, student participants; be visible, available and in contact with participants at all times (24 hours), except during stipulated time off
- Ascertain 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
- Foster and coordinate efforts to achieve the goals and objectives of the program
- Observe and enforce ALL program policies, rules and regulations
- Provide supervision to student participants both in and out of the residence hall
- Supervise and delegate tasks performed by the teaching resident assistants (TRAs)
- Plan, coordinate and supervise on-campus recreational and academic activities; accompany participants on scheduled field trips
- Provide timely information to DOSO Professional Staff concerning problems and/or difficulties with TRA staff or students; meet daily, or as necessary, with the DOSO Professional Staff for updates
- Formally evaluate each TRA staff member’s performance and progress weekly and overall performance at the conclusion of the program; Submit written evaluation of program.
- Conduct weekly meetings with teaching resident assistants (TRAs) and participants
- Attend all scheduled classes, seminars, demonstrations, presentations and other related activities as designated by the DOSO Professional Staff
- Perform other duties as assigned by the DOSO Professional Staff.

**SALARY (+ Room and Board!):**  
$500.00 per week (HARLEM ACADEMY, PREFACE, STEP, EMBHSSC, GE GIRLS)

**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 2015 orientation date will be announced, and the training dates will be May 29 – June 3. 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.
DOSO SUMMER PROGRAMS, 2015

JOB DESCRIPTION: Teaching Resident Assistant (TRA)

The Teaching Resident Assistant will assist in the supervision and support of the participants in the Harlem Academy, RPI STEP Summer Program, PREFACE, the EXXONMOBIL Bernard Harris Summer Science Camp, and GE GIRLS. The Teaching Resident Assistant provides academic assistance, personal and career guidance by applying individualized and/or group tutoring/counseling strategies, and support for all project-oriented, hands-on activities. TRAs serve as a positive role model for participants. They are visible and available on an ongoing basis for dialogue and interaction with participants; assess participants’ needs; monitor their performance and evaluate progress; and report to the Resident Director and the DOSO Professional Staff.

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.

RESPONSIBILITIES

- Foster positive relationships with and among the student participants; be visible, available and in contact with participants at all times
- Attend all required classes, seminars, demonstrations, workshops, presentations and related activities as directed by the DOSO Professional Staff
- Ascertain the personal and academic needs of the student participants; develop insights of their needs; create effective strategies to cope with them
- Foster and coordinate efforts to achieve the goals and objectives of the program
- Observe and enforce ALL program policies, rules and regulations
- 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
- Provide ongoing personal and career guidance and counseling on a regular and incidental basis
- Lead and supervise the tutoring sessions utilizing strategies (group or individualized) which best meet the needs of the group; meet assigned tutoring groups at specified times and locations
- Formally evaluate assigned participant’s progress and overall program effectiveness
- Perform other duties as assigned by the Resident Director and the DOSO Professional Staff.

**SALARY (+ Room and Board):** $300.00 per week (HARLEM ACADEMY, PREFACE, STEP, EMBHSSC, GE GIRLS)

**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 2015 orientation date will be announced, and the training dates will be May 29 – June 3. 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.

DOSO SUMMER PROGRAMS 2015 - EMPLOYMENT APPLICATION (page 1 of 2)

PART I (Applicant Information): print clearly
We prefer to hire students for multiple programs during the summer and intend to hire a total of 12 students. Based on your understanding of the programs, rank the order of preference for the programs you wish to work.

Harlem Academy Program  June 3 – June 5
Bernard Harris Summer Science Camp  June 21 – July 3
PREFACE Summer Program  July 5 – July 18
  July 19 – August 1
STEP Summer Programs  July 6 – July 24
GE Girls  August 3 – August 7

**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 teach or tutor if needed:

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

The Summer Program Positions are considered full time positions. Indicate if you are considering conducting research or enrolling in any summer course(s) this summer. Provide information on the nature of the work and the relative time commitment you anticipate.
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 Dean of Students Office summer programs.

2. Explain why you want to work with the DOSO 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 DOSO Summer Programs 2015 Employment Application, the questionnaire attachment, and your résumé to:

Cynthia Smith, Assistant Dean of Students
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: March 6, 2015. Additional applications may be submitted until all positions are filled.