DOSO SUMMER PROGRAMS 2016
STAFF APPLICATION PACKAGE

DOSO Summer Program* Timeline

Staff Orientation (Required)       May 12, 2016 (10 a.m. – 12 noon)
STAFF TRAINING (Required)        June 2 – June 8, 2016
Harlem Academy Program           June 8 – June 10, 2016
Bernard Harris Summer Science Camp June 26 – July 6, 2016 (pending)
PREFACE Summer Program            July 10 – July 23, 2016
STEP Summer Programs             July 11 – July 22, 2016
NYC STEM                         July 24 – August 6, 2016
GE Girls                         August 8 – August 12, 2016

**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 5, 2016

Information Sessions:          Tuesday, February 9, 2016
                                4-5 p.m.
                                Wednesday, February 10, 2016
                                11 a.m.- 12 noon; 1-2 p.m.; 2:30-3:30 p.m.; 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, March 4, 2016, or until all positions are filled

Position interviews:           February - April 2016, and until all positions are filled

Position notification:         Beginning March 11, 2016, 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
**2016 Rensselaer Pipeline Initiatives**

All programs are contingent on final sponsor program and funding approval. Rensselaer hopes to hire a total of 12 students in 2016 to work in these programs.

**HARLEM ACADEMY Collaboration for Innovation**

The 2016 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 Harlem Academy.

**PREFACE SUMMER PROGRAM**

Celebrating its 38th summer in 2016, 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, 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 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. 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 increasing girls’ interest 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 9th 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 2016. 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 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 ten days and engage in enrichment activities on and off campus designed to inspire their desire to pursue a STEM profession.

**NYC STEM**

We anticipate the return of the NYC STEM program this summer. Over two weeks, we will engage 100 middle school students from NYC each week, in project-based learning, residential experiences to increase their excitement in the STEM fields. The experience serves as a springboard for the coming year when they continue to engage in the learning and research projects in their schools. Rensselaer staff members serve as mentors for the students and support the teachers and faculty in the classroom. This program serves students in some of the most challenged NYC schools.
DOSO SUMMER PROGRAMS, 2016

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:

Junior status with 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, NYC STEM)

**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 2016 orientation is on May 12, and the training dates will be June 2-8. 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.
**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, NYC STEM 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 2.5, 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**

- 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 and NYC STEM)

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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 2016 orientation is on May 12, and the training dates will be June 2-8. 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.
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 12 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 8 – June 10
Bernard Harris Summer Science Camp June 26 – July 6 (pending)
PREFACE Summer Program July 10 – July 23
STEP Summer Programs July 11 – July 22
NYC STEM July 24 – August 6
GE Girls August 8 – August 12

**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 _____ 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 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.

________________________________________________________

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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 2016 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 4, 2016. Additional applications may be submitted until all positions are filled.