



## Summer Summit Resource Advisor Job Description

### Summer Summit

This is a 6-day/5-night Summer Residential Program for 10-12<sup>th</sup> grade high school students within the San Diego Region. High school students are partnered up with a current undergraduate who will serve as their residential advisor during the duration of the program and a resource advisor for the following school year. This program provides high school students with the opportunity to experience residential life on a college campus while building up their interpersonal and leadership skills, gain information and resources about 4-year university admission, and an opportunity to develop and strengthen their critical thinking skills.

### Summer Summit Resource Advisor Overview

Summer Summit Resource Advisors serve as mentors and resources to high school students within the San Diego Region. Each Resource Advisor is assigned 6-8 high school students, and resides within a residential suite, for the duration of the program. Resource Advisors are responsible facilitating group activities and meetings that foster the development and learning of the high school students in a climate of support and trust. Resource Advisors also assist in the planning and coordination of the Summer Summit Program.

### Pay Information:

Classification: Assistant III/4920 (6/17/13 thru 8/9/13) + Resident Assistant/4126 (7/30/13 thru 8/3/13)  
Pay Rate: Assistant III: \$9.50 per hour + RA: free room (\$180.00) and 3 meals/day (\$15.00 per meal) (7/30/13 thru 8/3/13)

Start Date: June 17, 2013

End Date: August 9, 2013

### Job Description:

- Serve as a positive role model in personal language, appearance, and manner;
- Serve on the planning committee of the program and assist with the coordination of (1) major activity;
- Supervise a suite of 6-8 program participants to ensure their active learning, enjoyment, and safety;
- Reside in Sixth College from July 30 – August 4<sup>th</sup>;
- Assist the Summer Summit Coordinators with set-up, registration, evaluation, and all general aspects of the program;
- Organize and facilitate group activities and meetings in relation to diversity and social justice issues including but not limited to: race, ethnicity, gender, sexual orientation, religious, and class background;
- Coordinate ice breakers, team builders, and general activities;
- Conduct one-to-one counseling sessions for program participants;
- Assist with recruitment and selection of program participants;
- Organize and assemble program materials;
- Assist the Summer Summit Coordinators in maintaining and enforcing program rules and UCSD policies and procedures.

**Qualifications:**

- Understand the mission and aspiration of SPACES and those affiliated with it;
- Strong passion and commitment for educational equity;
- Demonstrated understanding of the importance of outreach and retention in relation to equal access to education, diversity, and cultural/socioeconomic struggle and oppression;
- Demonstrated ability to facilitate group activities in relation to diversity and social justice issues including but not limited to: race, ethnicity, gender, sexual orientation, religious, and class background;
- Progressive and innovative leadership approach;
- Ability to manage and uphold accountability;
- Proven experience working cooperatively as part of a team;
- Strong interpersonal skills, ability to communicate effectively in one-to-one and group settings;
- Ability to organize and manage multiple projects;
- Have a high level of awareness and sensitivity to the needs of different communities especially those from underrepresented and underserved backgrounds.

**Additional Requirements:**

- Available to work from June 21<sup>st</sup> to August 9<sup>th</sup> (see work schedule below)
- Live-in Program Duration: 1pm on July 30<sup>th</sup> to 4pm on August 4<sup>th</sup>
- Available for the evaluation/program de-brief: August 8<sup>th</sup> from 1-5pm
- Capacity to work an estimated total number of hours: ~150 hours
- Not enrolled in UC San Diego's Summer Session I

**How to Apply:**

Submit all application materials by 12:00pm on June 10, 2013

- Visit <http://spaces.ucsd.edu/apply.html> to access the online application.
- Submit a suite meeting lesson plan to [siaps@ucsd.edu](mailto:siaps@ucsd.edu)
  - Write a detailed agenda for a one-hour suite meeting with 8 high school students based on the topics of identity, privilege, and -ism's.
  - In your agenda, please include details such as time distribution, facilitator notes, guiding questions, and materials needed
  - Minimum Length: 1-1.5 pages.
- Submit a 5-minute video to [siaps@ucsd.edu](mailto:siaps@ucsd.edu) answering the following questions:
  - Why do you want to be a Resource Advisor for Summer Summit?
  - What characteristics and qualities do you have that would you make you a qualified Summer Summit Resource Advisor?
  - How will you connect with high school students and fellow RA's within the constraints of a six-day period? Please be specific.

For more information, contact: Frida Alvear, SPACES Advisor: [falvear@ucsd.edu](mailto:falvear@ucsd.edu)

**Summer Summit Resource Advisor Tentative Work Schedule\***

- 6/9-6/22 Pay Period – 4 hours
  - Thursday, June 20 (4): 11-3:30pm
- 6/23-7/6 Pay Period – 21 hours
  - Monday, June 24 (3.5): 1-4:30pm
  - Wednesday, June 26 (3.5): 1-4:30pm
  - Friday, June 28 (3.5): 1-4:30pm
  - Monday, July 1 (3.5): 1-4:30pm
  - Tuesday, July 2 (3.5): 1-4:30pm
  - Wednesday, July 3 (3.5): 1-4:30pm
- 7/7-7/20 Pay Period – 34.5 hours
  - Monday, July 8 (3.5): 1-4:30pm
  - Wednesday, July 10 (3.5): 1-4:30pm
  - Friday, June 12 (3.5): 1-4:30pm
  - Monday, July 15 (2): 3-5pm
  - Tuesday, July 16 (4.5): 10-3pm
  - Wednesday, July 17 (6.5): 10-5pm
  - Thursday, July 18 (4.5): 10-3pm
  - Friday, July 19 (6.5): 10-5pm
- 7/21-8/3 Pay Period – hours TBD
  - Monday, July 22 (6.5): 10-5pm
  - Tuesday, July 23 (4.5): 10-3pm
  - Wednesday, July 24 (6.5): 10-5pm
  - Thursday, July 25 (4.5): 10-3pm
  - Sunday, July 28 (4): 2-6pm
  - Tuesday, July 30 – hours TBD (~12)
  - Wednesday, July 31 – hours TBD (~12)
  - Thursday, August 1 – hours TBD (~12)
  - Friday, August 2 – hours TBD (~12)
  - Saturday, August 3 – hours TBD (~12)
- 8/4-8/17 Pay Period – 10.5 hours
  - Sunday, August 4 (6.5): 9-4pm
  - Thursday, August 8 (4): 1-5pm

\*Subject to change