



Summer Summit Resource Advisor Job Description

Summer Summit

This is a 6-day/5-night Summer Residential Program for 10-12th 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 for 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:

- Student 3/4920 (6/16/14 thru 8/1/14)
- Resident Assistant/4126 (7/21/14 thru 7/26/14)

Pay Rate:

- Student 3: \$9.50 per hour
- Resident Assistant: Free Room (7/19-7/26/14) + Board: 3 meals/day (Dinner on 7/21/14 to Lunch on 7/26/14)

Start Date: June 16, 2014

End Date: August 1, 2014

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 21 – July 26th;
- 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 16st to August 1st (see work schedule below)
- Live-in Program Duration: 1pm on July 21st to 4pm on July 26th
- Available for the evaluation/program de-brief: July 30th from 2-5pm
- Capacity to work an estimated total number of hours: ~150 hours
- Cannot be employed concurrently by another on-campus department for this duration
- Not enrolled in UC San Diego's Summer Session I

How to Apply:

Submit all application materials by 12:00pm on May 23, 2014

- Visit <http://spaces.ucsd.edu/apply.html> to access the online application.
- Submit a suite meeting lesson plan to 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.
- Qualified applicants will be invited to participate in an individual interview which will take place between Weeks 7-9 and group interview which will take place on May 29th from 5:30-7:00pm.

For more information, contact: Frida Alvear, SPACES Advisor: falvear@ucsd.edu

**Summer Summit Resource Advisor Tentative Work Schedule** *(Subject to change)*

- 6/8-6/21 Pay Period – 2 hours
 - Friday, June 20 (2): 1-3pm
- 6/22-7/5 Pay Period – 28 hours
 - Monday, June 23 (4): 1-5pm
 - Tuesday, June 24 (2): 1-3pm
 - Wednesday, June 25 (4): 1-5pm
 - Tuesday, June 25 (2): 1-3pm
 - Friday, June 27 (4): 1-5pm
 - Monday, June 30 (4): 1-5pm
 - Tuesday, July 1 (4): 1-5pm
 - Wednesday, July 2 (4): 1-5pm
- 7/6-7/19 Pay Period – 52 hours
 - Monday, July 7 (6.5): 10-5pm
 - Tuesday, July 8 (4.5): 10-3pm
 - Wednesday, July 9 (6.5): 10-5pm
 - Thursday, July 10 (4.5): 10-3pm
 - Friday, July 11 (4): 1-5pm
 - Monday, July 14 (6.5): 10-5pm
 - Tuesday, July 15 (6.5): 10-5pm
 - Wednesday, July 16 (6.5): 10-5pm
 - Thursday, July 17 (6.5): 10-5pm
- 7/20-8/2 Pay Period – ~81.5 hours
 - Sunday, July 20 (6.5): 9-4pm
 - Monday, July 21 (~12): hours TBD
 - Tuesday, July 22 (~12): hours TBD
 - Wednesday, July 23 (~12): hours TBD*
 - Thursday, July 24 (~12): hours TBD*
 - Friday, July 25 (~12): hours TBD
 - Saturday, July 26 (~12): hours TBD
 - Wednesday, July 30 (3): 2-5pm

*Staff will have select nights off