**Summer Summit Resource Advisor Job Description**

**Summer Summit Training**

June 26, 2017- July 21, 2017

**Summer Summit**

July 23 – July 30, 2017

This is a 7-day/6-night summer residential program for 10-12th grade high school students within the San Diego Region. 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, the transfer process, and an opportunity to develop and strengthen their critical thinking skills.

**Summer Summit Resource Advisor Overview**

The primary role of Summer Summit Resource Advisors is to foster the development and learning of the high school students in a variety of subject areas. Some of the subject areas include: pathways to postsecondary education, university resources, identity development, student empowerment, and social justice. Resource Advisors are responsible for designing and leading workshops, which will be carried out each day of the Summer Summit program. Each Workshop Facilitator will be responsible for leading discussions and activities for approximately 10-16 students, two times per day during the week of the program.

Classification: Student 3/4920

Compensation: $11.85 per hour

Start Date: June 26, 2017

End Date: July 30, 2017

**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 development and
* coordination of workshops;
* Lead workshops for program participants for a total of 8 hours per day during the week of the program. A tentative schedule can be sent upon request.
* Facilitate morning activities and workshops for 10-16 participants to promote active learning and
* engagement with the program for four days of the program;
* Reside in Revelle College from July 21 – July 30th;
* Plan and implement workshops related to 4-year academic planning, financial aid, postsecondary
* education institutions, and entrance requirements for the California public/higher education
* system;
* Organize and facilitate activities and discussions in relation to diversity and social justice issues
* including but not limited to: race, ethnicity, gender, sexual orientation, religious, and class
* background;
* Collaborate with on-campus departments and off-campus departments, which include the Campus Community Centers, Office of Admission and Relation with Schools, Financial Aid Office, Undocumented Student Services Center, Center for Student Involvement, and Career Services Center to provide resources to program participants;
* Assist the Summer Summit Coordinators with set-up, registration, evaluation, and all general aspects of the program;
* Organize and assemble program materials;
* Guide all student participants from residential location to instructional spaces during transition times
* Assist the Summer Summit Coordinators and Professional Staff in maintaining and enforcing program rules and UCSD policies and procedures in the supervision of all on-campus/off campus activities with the student participants.

**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 experience in facilitating discussions and group activities in relation to 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 within the San Diego region.

**Additional Requirements:**

* Available to work from June 26 to July 30th in the Summer of 2017 (see work schedule below)
* Available to work 8 hours per day during the Summer Summit Program: July 23rd-30th, 2017
* Available for the evaluation/program de-brief:
* Not enrolled in UC San Diego’s Summer Session I courses that conflict with training times

**How to Apply:**

* Apply at <http://surveymonkey.com/SS2017WSF>
* Submit all application materials by 11:59pm on Sunday, June 3.
* Submit a workshop lesson plan to spacessiaps@gmail.com
* Create a detailed agenda for a one-hour workshop with 16 high school students addressing one or more of the following topics: pathways to higher education, identity development/exploration, or student-empowerment
* In your agenda, please include details such as time distribution, facilitation notes, guiding questions, and materials needed
* Minimum Length: 1-1.5 pages.
* On a separate document, attach a list of workshops you’ve facilitated in the past for either work or extra-curricular purposes
* Qualified applicants will be invited to participate in a group interview (time, date, and location are TBD)

For more information, contact our SIAPS Co-Directors at: spacessiaps@gmail.com