



Summer Summit Resource Advisor Job Description

Summer Summit

July 12-17, 2015

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.

Classification: Student 3/4920

Compensation:

- \$9.50 per hour
- \$45/day for Room and Meals (\$405 total)
 - Room: July 8, 2015 to July 17, 2015
 - Meals: 3 meals/day beginning with Dinner on July 18, 2015 and ending with Lunch on July 17, 2015

Start Date: June 3, 2015

End Date: June 30, 2016

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) activity;
- Supervise a suite of 6-8 program participants to ensure their active learning, enjoyment, and safety;
- Reside in Muir College from July 12 – July 17th;
- 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;
- Collaborate with the Summer Summit Coordinators and Resource Advisors to coordinate one event per quarter during the academic school year for Summer Summit 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 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 3rd to July 24th in the Summer 2015 (see work schedule below)
- Continuing undergraduate student available to work 10-15 hours per quarter to coordinate follow-up activities during the academic school year.
- Live-in Program Duration: July 12th to July 17th
- Cannot be employed concurrently by another on-campus department for this duration
- Available for the evaluation/program de-brief: July 22nd; 2-5pm
- Capacity to work an estimated total number of hours: 125-150 hours during the Summer 2015
- Not enrolled in UC San Diego's Summer Session I

How to Apply:

Submit all application materials by 11:59pm on May 25, 2015

- Visit <http://spaces.ucsd.edu/apply/> to access the online application.
- Submit a suite meeting lesson plan to siaps@ucsd.edu
 - Create a detailed agenda for a one-hour suite meeting with 8 high school students addressing one or more of the following topics: identity, privilege, and -ism's.
 - In your agenda, please include details such as time distribution, facilitation notes, guiding questions, and materials needed
 - Minimum Length: 1-1.5 pages.
- Qualified applicants will be invited to participate in a group interview which will take place on May 27th from 5:00-7:00pm.

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

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

- 5/31-6/6 Pay Period: 2 hours
 - Wednesday, June 3 (2): 5-7pm
- 6/14-6/20 Pay Period: 16 hours
 - 1-5pm (4)
- 6/21-6/27 Pay Period: 24 hours
 - 10-5pm (6)
- 6/28-7/4 Pay Period: 28 hours
 - 9-5pm (7)
- 7/12-7/18 Pay Period: 62 hours
 - Sunday, July 12 (~12): TBD
 - Monday, July 13 (~10): hours TBD
 - Tuesday, July 14 (~10): hours TBD*
 - Wednesday, July 15 (~10): hours TBD*
 - Thursday, July 16 (~10): hours TBD
 - Friday, July 17 (~10): hours TBD
- 7/19-7/24: 5 hours
 - Wednesday, July 22 (3): 2-5pm

*Staff will have select nights off