



Summer Summit Workshop Facilitator 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 Workshop Facilitator Overview

The primary role of Summer Summit Workshop Facilitators 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. Workshop Facilitators 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 10-16 students.

Classification: Student 3/4920

Compensation: \$9.50 per hour

Start Date: June 3, 2015

End Date: July 24, 2015

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 between the hours of 8am and 4pm during July 12-17, 2015.
- Facilitate activities and discussions for 10-16 participants to promote active learning and engagement with the program;
- 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, Career Services Center, and Community Centers, 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;
- Assist the Summer Summit Coordinators and Professional Staff 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 discussions and 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)
- Available to work from 8-4pm during the Summer Summit Program: July 12-17, 2015
- Available for the evaluation/program de-brief: July 22nd; 2-5pm
- 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 workshop lesson plan to siaps@ucsd.edu
 - 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.
- Qualified applicants will be invited to participate in a group interview which will take place on May 28th from 5:00-7:00pm.

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

Summer Summit Workshop Facilitator 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: 48 hours
 - Sunday, July 12 (~8): TBD
 - Monday, July 13 (~8): hours TBD
 - Tuesday, July 14 (~8): hours TBD
 - Wednesday, July 15 (~8): hours TBD
 - Thursday, July 16 (~8): hours TBD
 - Friday, July 17 (~8): hours TBD