

**Douglass Project for Rutgers Women
in Math, Science & Engineering
SUMMER STAFF APPLICATION
*Application & Supporting Materials Due: April 10, 2009***

Program Schedule
DSI – July 5, 2009 – July 31, 2009
Project SUPER - July 5, 2009 – July 7, 2009

Douglass Science Institute Program Series (DSI)

DSI is a four-year summer residential program for young women that begins the summer before they enter 9th grade. Participants explore a variety of areas including biology, chemistry, technology, environmental and marine sciences, engineering, physics, and mathematics. During exciting hands-on labs, workshops, and field trips, students explore new horizons in these technical areas and find how to build a future around them. Participants also learn about career options in math, science, and engineering by talking with undergraduates, Rutgers University faculty, and women working in the corporate world. The program aims to create an exciting a supportive environment to nurture students intellectually, creatively, and socially. Participating students are encouraged to share their ideas and work cooperatively with new friends both in the classroom and through informal group activities.

Site Coordinator will be required to work 10-20 hours per week in the Douglass Project Office starting June 8, 2009

Project SUPER 2009

Project SUPER (*Science for Undergraduates: A Program for Excellence in Research*): This enrichment program, for undergraduate women pursuing careers in math and science, provides peer and faculty mentoring, an undergraduate credit-bearing-course "Introduction to Scientific Research," and undergraduate research experiences in science, math, engineering and technology as well as a myriad of activities and support services designed to assist in academic, career/professional and personal development. The program also encourages participants to continue their studies in these fields by enrolling in Master's and Ph.D. programs. Project SUPER is open to all first-year students at Douglass College and affiliates of Douglass College from the School of Engineering or the College of Pharmacy at Rutgers-New Brunswick. Site Coordinators will be required to work 10 hours per week in the Douglass Project Office starting June 15, 2009

Interview/Notification Dates:

Interviews and applicant notification will take place end of April.

Summer Staff Training Date:

Tentative Date: TBD

I am applying for:

(Please mark all that apply)

- Site Coordinator (DSI)
- Site Coordinator (Project SUPER)
- Resident Assistant

Name _____ RU ID# _____ Age _____

Note: You will need to supply a SS# at the time of hire for payroll purposes.

Campus Post Office Box _____ Campus/Local Phone _____

Campus/Local Address _____

Summer Address _____

Summer Phone # _____ Cell Phone# _____ E-mail Address _____



Cumulative GPA _____ Major _____ Minor _____

Anticipated Date of Graduation _____

How did you find out about the position? _____

Using the scale provided please rate your proficiency with the following computer software:

1 - *Very Comfortable* 2 - *Comfortable* 3 - *Uncomfortable* 4 - *Never used the program*

___ MS Word ___ MS PowerPoint ___ MS Excel ___ Graphics/Clipart ___ MS Access

Please enclose a complete resume with paid and volunteer work experience, in addition to answering the following questions on a separate sheet of paper (please keep your responses at 50-100 words).

1. Why are you interested in working with the Douglass Project as a summer staff member?
2. Please discuss your previous leadership experiences.
3. Please explain any previous work experience/contact that you may have had with high school or in-coming college students.

If you are applying for a site coordinator position, please answer the following questions as well in a well-developed paragraph.

1. How would you describe your organizational skills and working style?
2. Share a personal experience you have had as a figure of authority, indicate any challenges you faced and how you handled them.

Please provide the names two references. (e.g., professor, advisor, employer, RA, etc.)

Name

Title

Phone Number

Please return application to:
Douglass Project Summer Staff
50 Bishop St – Chemistry Annex
DOUGLASS COLLEGE
New Brunswick, NJ 08901
Beth Bors
732/932-9197 ext. 11