The Douglass Project For Rutgers Women in Math, Science, and Engineering
Douglass- DIMACS Computer Science
Living-Learning Community
Graduate Mentor Description and Application
Fall 2016-Spring 2017

Program Description
The Douglass-DIMACS Computer Science Living-Learning Community is a unique program for first-year undergraduate women in Computer Science. Located in Allen Hall on the Busch Campus, this community is designed to facilitate success in Computer Science and provides students with dynamic opportunities to become fully integrated in the computer science community.

Position Purpose
The Douglass Project seeks to hire a Rutgers graduate student working towards a graduate degree in computer science who is motivated to help create an encouraging academic environment for undergraduate women in computer science. This position serves the Douglass Project for Rutgers Women in Math, Science and Engineering and the Department of Computer Science by implementing and enhancing academic and community-building programs targeted to first-year Douglass women in the department of Computer Science. This Graduate Mentor position will require approximately 10-15 hours per week for an annual stipend of $9,000 contingent on the planning and programming schedule and availability for evening sessions/programs. The person in this position will report to both the coordinator and the faculty advisor of the Douglass-DIMACS Computer Science Living-Learning Community.

The Graduate Mentor will have the following responsibilities:

- Help with the social and academic transition to college for the first-year students in Douglass-DIMACS Computer Science LLC
- Collaborate with the Douglass DIMACS Computer Science Living-Learning coordinator and the faculty advisor to develop and facilitate programs and/or workshops with the goal to create awareness of academic and career opportunities, promote interactions with faculty from computer science and provide academic support
- Assist in the creation of program flyers and social media initiatives
- Assist the faculty advisor with the Great Ideas and Applications in Computer Science course
- Be an academic and professional role model to students through regular mentor meetings with each student at least twice per semester
- Hold office hours for 5 hours a week in Allen Hall
- Attend a graduate mentor training session each semester (Fall & Spring)
- Communicate regularly with the Douglass-DIMACS Living-Learning coordinator and faculty advisor and attend monthly staff meetings
- Produce written end-of-semester report
- Other duties as assigned by the Douglass-DIMACS Living-Learning coordinator and faculty advisor

Qualifications:

- Candidate must be a matriculated student in a graduate program in Computer Science at Rutgers University.
- An understanding of the issues surrounding under-representation of women in and recruitment into computer science.
- Must have demonstrated strong leadership, organizational, interpersonal, and communication and social media skills.
- An attention to detail; the ability to make decisions, and meet deadlines; the ability to work both independently and in a team.
Douglass-DIMACS Living-Learning Community Graduate Mentor Application

The completed application includes:
- Application form
- Cover letter describing your qualifications and why you would like to serve in this position
- Resume
- Official Transcripts (a copy forwarded by the Graduate Program Director is acceptable)
- Recommendation Form
- Graduate Program Director Endorsement

Application form

Name ___________________________________________ RUID __________

Current Address

Home Phone _______________________________ Work Phone _______________________________

E-mail ___________________________________________

Undergraduate Institution ___________________________ Year of Graduation _______

Undergraduate Major ___________________________ GPA _______

Minor (if applicable) ___________________________

Please check you current status:

☐ Currently enrolled in a Rutgers graduate program
☐ New applicant to a Rutgers graduate program

Graduate studies start date ___________ Graduation date ___________ Full-time student in 2016-2017? _______

Graduate Program ___________________________ Advisor ___________________________

How did you hear of this position? ___________________________________________

Please email completed application to Nicole Wodzinski at nicole.wodzinski@rutgers.edu.

Applications will be reviewed and interviewed on a rolling basis until a candidate has been selected.
### Douglass-DIMACS Computer Science Living-Learning Community

#### Graduate Mentor Application

**Recommendation Form**

Applicant Name ____________________________________________

**To be completed by Recommender**

Name __________________________ Position ________________________

Email ___________________________ Phone ________________________

How long have you known the candidate? Less than 1 year 1-2 years 2-4 years 4+ years

In what capacity do you know the candidate? ____________________________

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Please evaluate the applicant using the following rating scale based upon your observations:

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<th>Excellent</th>
<th>Great</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
<th>Unable to Rate</th>
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<td>Ability to handle stress</td>
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<td>Ability to understand time ...</td>
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<td>Ability to be an academic role model</td>
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<td>Ability to be committed to job obligations</td>
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<td>Ability to maintain a leadership role</td>
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<td>Interpersonal communication skills</td>
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<td>Motivation</td>
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<td>Dependability</td>
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<td>Personal Goals</td>
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<td>Awareness of strengths and weaknesses</td>
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</table>
Do you have any concerns about recommending this student for this position?

Please indicate your overall recommendation:

Highly Recommend
Recommend
Recommend with Reservations
Would Not Recommend

Please provide any additional comments you think we should be aware of regarding the candidate.

Please email completed form to Nicole Wodzinski at nicole.wodzinski@rutgers.edu.
Douglass-DIMACS Computer Science Living-Learning Community
Graduate Mentor Application
Graduate Program Director Endorsement

Applicant Name

To be completed by academic program advisor

Name _______________________________ Position _______________________________

Department _______________________________

Email _______________________________ Phone _______________________________

Please indicate the following:

1. Student has been admitted to the graduate program: yes _____ no_____

2. Student’s program: MS PhD Year in the program _______

3. Student is in good academic standing in program: yes _____ no_____

4. I endorse this applicant for this position: yes _____ no_____ 

Signed _______________________________ Date _______________________________

Please email completed endorsement to Nicole Wodzinski at nicole.wodzinski@rutgers.edu
Applicant Name

To be completed by thesis advisor

Name ____________________________ Position ____________________________

Department

Email ____________________________ Phone ____________________________

Please indicate if you endorse this applicant: yes_____ no____

Signed ___________________________________ Date ____________________________

Please email completed endorsement to Nicole Wodzinski to nicole.wodzinski@rutgers.edu.