Douglass Project Graduate Mentor  
Douglass-DIMACS Computing Corps - AY 2017

The Douglass DIMACS Computing Corps is a program that focuses on helping women in computing to develop leadership skills while providing computing outreach to the local community. Throughout the year, Rutgers undergraduate students work with Computer Science faculty and graduate students to design and carry out fun and interactive group activities for middle school girls and boys to excite them about computing.

The Graduate Mentor coordinates the Douglass-DIMACS Computing Corps (DDCC) by organizing group meetings, supervising the creation of relevant lesson plans, mentoring undergraduate leaders, and help undergraduates develop knowledge of computer science. The mentor ensures that program goals and benchmarks are achieved and assists in administering program evaluations. This mentor will help students to set academic and personal goals as well as model the transition from undergraduate to graduate school. The Graduate Mentor will attend community programs and works with the directors of DIMACS and the Douglass Project to ensure the program’s success.

Applicant must be a graduate student in computer science or information technology at Rutgers and should have some prior experience planning outreach programs. Position also requires some familiarity with the Rutgers undergraduate curriculum in computer science.

This position will require approximately 5-10 hours per week and some evening and weekend availability to supervise undergraduate student activities. Applicant will be required to submit to fingerprinting and criminal background check and complete the required Rutgers Protection of Minors training.

September 2016 – May 2017

In collaboration with the Douglass Project staff, responsibilities include:

- Attend DDCC meetings with students on a bi-weekly basis
- Facilitate collaboration with faculty on the development of outreach lesson plans
- Coordinate and facilitate transportation for middle school outreach
- Coordinate middle school field trips to Rutgers several times a year
- Supervise the DDCC poster presentation for display at relevant conferences
- Attend monthly update meeting with Douglass Project staff
- Provide bi-weekly updates to Douglass Project staff
- Support Douglass and Douglass Project Recruitment Initiatives as requested
- Mandatory Rutgers Day participation in the Douglass Project venue
- Complete and submit Program Summary and Program Budget Request forms to Douglass Project Coordinator
- Provide evaluations for workshops and events for assessment
- Track student attendance at DDCC planning meetings and school visits
- Participate in a performance review process at the middle and end of each semester
- Help to write and submit an Annual Report at the end of the Spring semester

Applications are due by April 8, 2016

Please send applications to: Beth Bors at bbors@echo.rutgers.edu
or drop off at: 50 Bishop/Chemistry Annex, Chemistry Addition Building, Douglass Campus
848-932-1043
Application and Supporting Materials Must Be Received By: April 8, 2016

A completed application packet must include:

1. Application form
2. Essay (please attach)
3. Endorsement from Graduate Program Director
4. Copy of graduate transcript
5. One letter of recommendation from a faculty member of your current or previous department

Name_________________________________________ RUID # ________________________________

Current Address __________________________________________________________

______________________________________________________________________________

Telephone number where you can be reached (                )____________________

E-mail ________________________________________________________________

Undergraduate Institution _______________________________________________________

Year of Undergraduate Graduation _______ Rutgers GPA _________ TOEFL _____________ (if applicable)

Undergraduate Major __________________________ Minor __________________

GRADUATE STUDY:

Graduate Department ___________________________________________

Will you be a full-time student during upcoming Academic Year? ______

PhD or Master’s Program __________________________

Do you plan to start your graduate program in the fall semester of 2015? ______

Date studies began or will begin __________ GPA __________ (if applicable)

Faculty Advisor ____________________________ Anticipated date of graduation __________
Please list all extracurricular and work experiences that would be relevant for consideration of the position(s) for which you are applying. A resume may be submitted in lieu of the listing below.

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ESSAY:

Please discuss the value you believe your experiences can impart on undergraduate women in computing and why you would like to be a part of this value added experience. Please limit your essay to one page double-spaced.

Please provide the name and number of the individual who is writing the letter of recommendation for you.

Name________________________________ Title_____________________________________

Phone # (______)________________ E-mail________________________________________

I certify that the above information is correct.

Signed________________________________ Date______________________________
INSTRUCTIONS FOR GRADUATE PROGRAM DIRECTOR: (Please circle the appropriate response)

1. Student has been admitted to or will continue in the graduate program for academic year 2015-2016.
   YES  NO

2. Student is in good academic standing in the graduate program.     YES     NO    NO RECORD

3. I endorse this application.     YES         NO

Signed__________________________________________ Date_________________________

Type or Print Name________________________________ Phone # (     )__________________________

E-mail Address________________________________________

Please feel free to provide additional comments below:

Please return endorsement form to applicant for inclusion in application
OR if you prefer, mail directly to:

The Douglass Project for Rutgers Women in Math, Science, and Engineering
   Attn: Graduate Mentor Program/ Beth Bors
   Chemistry Annex
   50 Bishop Street  Douglass Campus
   New Brunswick, NJ 08901
Or email Beth Bors – bbor@echo.rutgers.edu