Douglass Project Graduate Mentor
DRC/SEBS Environmental LLC- AY 2017

The DRC/SEBS Environmental Living Learning Community will focus on environmental science, an interdisciplinary major where students can utilize their foundation of biology, chemistry, physics and mathematics to solve real world problems.

This position serves the residents of the Douglass SEBS Environmental Science Living Learning Community by engaging these students in active learning about the environment and major environmental issues of the day through program and workshop development and participation in the spring semester Fundamentals and Methods of Environmental Science House Course. 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 work with the residents to create and sustain an atmosphere conducive to academic and social success.

Applicant must be a graduate student in an environmental science–related field. Have experience working with undergraduates and program planning. Position also requires familiarity with computer programs such as MSExcel and other Microsoft Office applications. Experience with C++ is a desirable but not necessary.

This position will require approximately 5-10 hours per week, contingent on the planning and programing schedule and availability for evening sessions/programs.

August 2014 – May 2015

In collaboration with the Douglass Project and Course Instructor responsibilities include:

- Attend all day Douglass Project Graduate Mentor Training/Program Planning Session. End of August TBD
- Attend New Student Move-In to meet students. Hold first Community meeting to review resident requirements. September 1, 2016
- Arrange monthly drop-in hours for student mentoring and advising sessions.
- Plan and implement 3 workshops/events per semester with focus on theme of the House Course. (2 in collaboration with the Woodbury/Bunting-Cobb leadership groups)
- Plan and implement Field Trip with focus on theme of the House Course. (Fall/Spring)
- Participate in Spring Semester House Course
- Attend monthly update meeting with DP Coordinator Beth Bors
- Provide bi-weekly updates to DP Coordinator Beth Bors.
- Support DRC/DP Recruitment Initiatives as requested. Mandatory Rutgers Day participation in the Douglass Project venue.
- Create community environment in residence hall.
- Complete and submit Program Summary and Program Budget Request forms DP Coordinator Beth Bors.
- Provide evaluations for workshops and events for assessment.
- Track student attendance at Bunting-Cobb Graduate Mentor events and programs.
- Participate in a performance review process at the middle and end of each semester.
- Write and submit an Annual Report at the end of the Spring Semester.

Applications are due by Friday, April 8, 2016

Please send applications to: Beth Bors at bbors@echo.rutgers.edu

Or drop off at: Chemistry Annex, Chemistry Addition Building, Douglass Campus

848-932-1041

Commented [BB1]: With other programming in residence hall 3 should be the maximum. Connection to Bunting-Cobb with workshop or event
A completed application packet must include:

1. Application form including essay (please attach) and endorsement from Graduate Program Director
2. Copy of graduate transcript
3. One letter of recommendation from a faculty member of your department.

Name__________________________________________ RU ID #__________________________
Current Address ________________________________________________________________
Telephone number where you can be reached (       )______________________
E-mail ____________________________________________________________
Undergraduate Institution __________________________________________________________________
Year of Graduation ______ GPA ____________ TOEFL _____________ (if applicable)
Undergraduate Major __________________________ Minor

GRADUATE STUDY:
Graduate Department _____________________________________________________________
Will you be a full-time student during upcoming Academic Year? ______
Are you a new applicant to a Rutgers graduate program? ______
Date studies began or will begin ____________ GPA____________ (if applicable)
Major 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 and why you would like to be a part of this value added experience. Please limit your essay to 1 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___________________________
GRADUATE DIRECTOR ENDORSEMENT

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 2016-2017.
   - 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 – bbors@echo.rutgers.edu