The Douglass Project for Rutgers Women in Math, Science, and Engineering
Reilly Douglass Engineering Living-Learning Community
Graduate Mentor Description and Application
Fall 2017-Spring 2018

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

Position Purpose
The Douglass Project seeks to hire a Rutgers graduate student working towards a graduate degree in engineering who is motivated to help create an encouraging academic environment for undergraduate women in engineering. This position serves the Douglass Project for Rutgers Women in Math, Science and Engineering and the School of Engineering by implementing and enhancing academic and community-building programs targeted to first-year Douglass women in the SOE. This Graduate Mentor position will require approximately 10-15 hours per week for an annual stipend of $9,000 contingent on the planning and programing schedule and availability for evening sessions/programs and availability to assist with the engineering mission course. The person in this position will report to both the coordinator and the faculty advisor of the Reilly Douglass Engineering 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 Reilly DELLC
• Coordinates with the Reilly DELLC Director, faculty advisor, and School of Engineering assistant dean for women in engineering to develop and facilitate programs and/or workshops with the goal to create awareness of academic and career opportunities, promote interactions with faculty from various engineering departments, and provide academic support
• Assist in the creation of program flyers and social media initiatives
• Assist the faculty advisor with the Introduction to Engineering course
• Be an academic and professional role model to students through regular mentor meetings with each student at least twice per semester
• Expected to hold office hours for 5 hours a week in Barr Hall
• Attend a graduate mentor training session each semester (Fall & Spring)
• Communicate regularly with the Douglass Engineering Living-Learning Community coordinator and faculty advisor and attend monthly staff meetings
• Produce written end-of-semester report to the Reilly DELLC Directory, Faculty Advisor and Assistant Dean
• Other duties as assigned by the Reilly Douglass Engineering Living-Learning Community coordinator and faculty advisor

Qualifications:
• Candidate must be a matriculated student in a graduate program in the School of Engineering
• An understanding of the issues surrounding under-representation of women in and recruitment into engineering.
• Must have demonstrated strong leadership, organizational, interpersonal, and communication and social media skills.
• An attention to detail; the ability to make decisions, meet deadlines, work independently, and work in a team.
Reilly Douglass Engineering 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)
• Professional 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 2017-2018? ______

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.
Reilly Douglass Engineering 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? ________________________________

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

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<th>Excellent</th>
<th>Above</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 commitments</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>Ability to adapt to different situations</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>Organizational skills</td>
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<td>Ability to handle multiple/simultaneous jobs</td>
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<td>Awareness of strengths and weaknesses</td>
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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 regarding the candidate.
Reilly Douglass Engineering 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: yes _____ no _____

Please include any further information that can help to make this decision:

Signed __________________________ Date __________________________

Please email completed endorsement to Nicole Wodzinski at nicole.wodzinski@rutgers.edu
Reilly Douglass Engineering Living-Learning Community Graduate Mentor Application

Graduate Thesis Advisor Endorsement

Applicant Name

To be completed by thesis advisor

Name ___________________________ Position ___________________________

Department

Email ___________________________ Phone ___________________________

Please indicate if you endorse this applicant: yes___ no___

Please Include any further information that can help to make this decision:

Signed ___________________________ Date ___________________________

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