

From:
To:
CC:
Subject: FW: Parents Meeting Sunday and Opportunities
Date: Saturday, January 01, 4501 12:00:00 AM
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Do you have a passion for global issues?

Would you love to have your voice heard by world leaders? The J8 program is a global citizenship education program where students have the opportunity to explore international issues. To participate in the program and a chance to win a spot at the J8 Summit in Germany this June, groups of eight students (ages 13-17) are being encouraged to collaborate and write a brief communiqué on the topics being discussed at the G8 Summit. If chosen, you will have the opportunity to present your ideas directly to President George W. Bush and the other Heads of State from the G8 countries at the Summit.

This is a once-in-a-lifetime opportunity (completely free-of-charge). The application deadline is March 29, 2007. Please visit www.J8summit.com for further information.

Cornell's CURIE Academy, a one week residential summer program for current sophomore and junior high school girls who excel in math and science and want to learn more about careers in engineering is seeking applications. Applications from all girls are welcome; especially encouraged are applications from girls who belong to severely underrepresented groups in STEM fields. Students should visit <http://www.engineering.cornell.edu/curie> to apply. The Program Coordinator is Char Jeffris. He can be reached at cj38@cornell.edu or (607) 255-0735.



College Summit:

Founded in 1993, College Summit is a nationally-recognized nonprofit increasing community-wide college enrollment rates of low-income students. College Summit's innovative and scalable model helps build a college-going culture in schools from within—by tapping influential students, and providing high schools and colleges with the tools to ensure that every student who can make it in college makes it to college. To date, College Summit has served more than 10,000 low-income students, with current regional offices in California, Colorado, Missouri, South Carolina, Washington, DC and West Virginia. College Summit also serves students in a growing number of other potential sites around the country. For four years in a row, College Summit has been recognized by Fast Company Magazine as “one of the top groups changing the world.”

Every summer on the campuses of our College Partners across the country, College Summit trains 40-50 high-potential rising seniors, called Peer Leaders, at four-day Summer Workshops to navigate the college admissions process and build a college-going culture in their high schools. These Peer Leaders will learn effective ways to finance their college education, skills and techniques to positively influence their peers, and methods to overcome the challenges they will face as they work to enroll in college. Most students arrive on campus assuming that college is out of their reach. Four days later, they leave confident that college is a real option for them.

For more information, please see: www.collegesummit.org.

The Position:

This opportunity is available in: San Francisco and Los Angeles, California; Denver, Colorado; St. Louis, Missouri; Washington, D.C.; New York, New York; Orangeburg, South Carolina; and Charleston, West Virginia.

The College Summit Regional Summer Associate position offers a great opportunity to learn and develop a wide array of professional skills while supporting a great mission and organization in the process. Regional Summer Associates (RSA) will be trained to provide administrative support in a College Summit Regional Office for three months during the summer (approximately May 15 - August 15). The Regional Summer Associate will play a critical role in pre- and post-workshop logistics and will work alongside College Summit regional staff to support summer workshop volunteers before, during and after each workshop. Post-workshop responsibilities lead to the successful creation of “Preview Portfolios,” a critical way that we connect college partners with our Peer Leaders. Regional Summer Associates may also have the opportunity to serve in workshop volunteer roles, observe at workshops, or contribute to Educator’s Institute, College Summit’s three-day training for teachers and counselors from our partner high schools.

There will be a required Pre-Workshop Training for all Regional Summer Associates held the week of May 21, 2007. All travel and accommodation expenses for this training will be provided by College Summit. This training will prepare RSAs for their summer responsibilities, and provide them with professional development sessions to enhance each associate’s effectiveness in the role and any future career opportunities.

Key Responsibilities:

Pre- Workshop Responsibilities:

- Preparing materials for student permission packets
- Uploading documents to College Summit’s online system (CSNet)

- Creating master files for each student in the College Summit regional office
- Corresponding directly with the Peer Leaders (students) to give them reminders, etc.
- Assist with school & parent meetings prior to the end of the school year
- Distributing documents/materials to Workshop staff, which are time sensitive
- Collecting and organizing information and materials from the College Summit Partner Colleges who will be hosting a summer workshop
- Packing materials and supplies for regional workshops and shipping them to the workshop sites
- Preparing Form Files, DCC Kits & Rap Director Kits to be sent to each of your regional workshops

Post-Workshop Responsibilities:

- Organizing all materials and supplies that return from workshops
- Conduct post-workshop audit
 - Assist with additional office tasks as they arise (i.e. filing, organizing, photocopying, and pickup/delivery)
- Other duties as assigned by your regional manager

Depending on the workshop schedule in your region and the timely completion of all tasks, you may have the opportunity to observe a regional workshop and/or assist with College Summit's Educator's Institute.

Qualifications and Experience:

- Currently pursuing an undergraduate degree
- A resourceful, detail-oriented self-starter
- Very strong time management and organizational skills
- Excellent verbal / written communication
- Experience working with diverse populations
 - A desire and ability to work inside a passionate, entrepreneurial organization dedicated to social change that will require more time than an average work week at times
- Proficiency with Microsoft Office applications, including Word, Outlook and Excel
- Customer service experience a plus
- Ably represent organizational values:
 - Passionate Pursuit of Student Results
 - Tapping the Power Within
 - Constant Improvement
 - Team Players
 - Celebration

Stipend/ Compensation:

- Payment: An hourly wage to be determined by each individual region (average: \$8-12/hr)
- Payment Procedures: Paid every two weeks
- Time Commitment: Mid-May to Mid -August 2007 with an average of 40 hours per week

To Apply:

Interested candidates should e-mail a resume and 1-page essay detailing why you should be chosen as a College Summit Regional Summer Associate to:

- San Francisco, CA: Felicia Martin, fmartin@collegesummit.org
- Los Angeles, CA: Kirsten Blake, kblake@collegesummit.org
- Denver, CO: Zenia Douglas, zdouglas@collegesummit.org
- St. Louis, MO: Erica Tyson, etyson@collegesummit.org
- Washington, DC: Shana Payne, spayne@collegesummit.org
- New York, NY: Freda Richmond, frichmond@collegesummit.org
- Orangeburg, SC: Tammy Mason, tmason@collegesummit.org
- Charleston, WV: Jayme Waldeck, jwaldeck@collegesummit.org
- New Sites (Washington, DC): Forrest Wilder, fwilder@collegesummit.org

Please write in the subject line: "Regional Summer Associate Position." (Emails without this subject line will be deleted). Attachments should be in Word, PDF or RTF format.