The Summer Bridge Program
2016 Senior Outreach Coordinators Application

Program Overview
Summer Bridge is a rigorous, six-week, academic, residential, program that serves a diverse and global community of scholars. Admission to this program is exclusively offered to recently admitted Berkeley freshmen who want to get a head start on their academic career at Berkeley, while learning how to navigate the complexities, and translate the academic practices and structures of the University. The Summer Bridge program is managed on behalf of the University by the Student Learning Center. Campus partners from over 60 departments collaborate closely to plan and deliver the program each summer, including the Athletic Study Center, the Educational Opportunity Program, the Office of Undergraduate Admissions, and Residential Programs.

Summer Bridge scholars complete seven to nine units of University course work—two academic courses (usually math, science, R&C, or AC) and a one-unit wellness seminar. All completed Summer Bridge courses appear on the Berkeley transcript, and count toward UC GPA and UC unit requirements for graduation. Instructors focus on closing gaps of understanding for students who have successfully leveraged all resources available to them in their former learning institutions. Throughout the program, scholars are introduced to dynamic instructors who present challenging and stimulating curriculum designed to spark curiosity, engage intellect, and uncover passion, while simultaneously advancing academic writing and research, critical reading, and quantitative reasoning.

Bridge Scholars
Over the past three years, the Summer Bridge Program has grown by almost 300%. The 2015 cohort came from twenty-nine California counties, twelve different U.S. states, and sixteen countries from around the globe; for many scholars, English is their second, third, or fourth language. Seventy percent of the 368 Bridge scholars were Pell grant and/or Dream Act eligible, and seventy-seven percent were the first in their families to attend college. Much of the cohort represents communities that severely lack a critical mass on the Berkeley campus. Bridge scholars were accepted to all five colleges in over sixty majors, and were the recipients of numerous prestigious awards, including Gates Millennium, STEM, MasterCard Foundation, Regents and Chancellors’ scholars, as well as scholar athletes. Throughout the program, Summer Bridge scholars become apart of a powerful network of faculty, academic counselors, tutors, professional alumni, career mentors, and peer-scholars.
**Position Description**

The Summer Bridge Program is hiring up to three Senior Outreach Coordinators to serve as student leads on Bridge outreach activities, academic and transitional programming, and enrollment support. We are looking for students who can effectively a) articulate the transition process from high school to University with new students and parents, b) deliver academic orientation programs that facilitate students’ understanding of faculty expectations, university culture, and campus resources, and c) provide personalized assistance and problem-solving for students and parents learning to navigate the enrollment and financial systems at UC Berkeley. Students who have experience organizing data and creating spreadsheets in Excel are a plus.

Duties include:

- Assist with the recruitment, hiring, training and supervision of 20 student outreach staff
- Lead teams of student outreach staff representing Bridge through phone banking, Yield receptions, Cal Day, tabling events, information sessions, and webinars to speak with students and parents about the benefits of participating in Bridge
- Respond to high volume of calls and emails from enrolled students and parents about summer financial aid, housing, enrollment, waitlist and cancellation procedures
- Contact enrolled students with incomplete Bridge enrollment materials (e.g. financial aid materials) to explain further action needed by student
- Lead teams of Welcome Weekend leaders and other volunteers in providing assistance to students and parents during Welcome Weekend, e.g. move-in day, student and parent orientations, etc.
- Coordinate Enrollment Assistance Station during the first week of Bridge to assist students with questions about course enrollment, financial aid, and navigating campus services
- Assist with the development of goals and objectives, selection of topics and speakers, and coordination of workshop logistics for summer workshop series on study strategies, financial aid, and University resources

The position runs from January 15-August 31 (two-day training on January 15-16; part-time through mid-March; 20-25 hours per week after mid-March, including some evenings and weekends). Pay rate is $15/hour; work-study funds can be applied.

**Application Process**

**Complete the attached two-page application, including the supplemental essay questions, and submit all materials to 144 César Chávez Student Center or email jameliac@berkeley.edu. Applications are due by noon on Friday, November 20th.**

Applicants will be notified by email if they have been selected for an interview by Tuesday, November 24th. Interviews will be conducted Tuesday and Wednesday, December 1st & 2nd, and final notification will happen by email on Wednesday, December 3rd.

For additional information, contact Jamelia Carson, Summer Bridge Program Director, at (510) 643-9908 or jameliac@berkeley.edu.
Summer Bridge Program
2016 Senior Outreach Assistant Application

Personal Information
Name _____________________________________________________________
Phone ___________________________________________________________
Emails ____________________________________ @berkeley.edu
______________________________________ @gmail.com
College(s) ____________________________ Major(s) ____________________________
Year at Cal ____________________________ Hometown ____________________________
Languages you speak other than English _______________________________________
Do you have work-study remaining for 2015-16? ☐ yes ☐ no
  If yes, would you like to apply it to this position? ☐ yes ☐ no
Have you ever had a paid position at Cal? ☐ yes, currently ☐ yes, in the past ☐ no
  If current or past, which department(s)? _______________________________________
  If current, how many hours per week? _______________________________________

Scheduling Availability
How many units will you take in Spring 2016? _______ units
Do you have any non-flexible evening and weekend commitments in April 2016? Please describe the specific dates and hours involved with each.

Are you anticipating taking units during the summer of 2016? If so, how many? _______ units
Do you have any non-flexible commitments during Summer 2016, such as family events or other jobs/internships? Please describe the specific dates and hours involved with each.
Scheduling Availability, continued

Please detail your *tentative* spring 2016 commitments (e.g. classes, other jobs, extra-curricular activities).

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Supplemental Essay Questions

Type a 1-2 paragraph response to each question and attach to your application. Response should be typed, times, 12-point font, double-spaced, maximum 2 pages. Thoughtfully answer the following prompts:

1. The Summer Bridge Program was established in 1973 as an academic, social justice program. Explain how the Summer Bridge Program is still critically relevant today.

2. Based upon your understanding of the Summer Bridge Program and the Senior Outreach Coordinator position, discuss how your skill set and experience(s) will benefit the program.