



DOUBLE DISCOVERY CENTER

SUMMER EMPLOYMENT APPLICATION

Founded in 1965, Columbia University's Double Discovery Center (DDC) is a not-for-profit organization which works with over 1,000 low income, and first generation college-bound youth each year. Serving students from New York City in grades 7-12, DDC houses two youth education programs, Talent Search and Upward Bound. Through these programs, students learn about colleges and careers, strengthen their academic work, and participate in personal development workshops.

TALENT SEARCH PROGRAM

The Talent Search Program (TS) is a counseling and information program which serves over 825 young people a year. Each of the program's components requires various time commitments from students, but all offer college and career counseling, academic support services, and personal development workshops. Once admitted, students are expected to remain with the Center until they enter college.

Talent Search serves students in grades 7-12 who seek help in preparing for high school entrance, high school graduation, and college

Middle School (7th/8th Grade)

Academic Year

- After-school tutoring twice a week
- Saturday workshops
- Specialized exam preparation

Summer

Students attend a four week academic program on Columbia's campus which provides:

- Three academic classes
- Tutoring
- Special interest clubs
- Trips
- Lunch

High School (9th -12th Grade)

Academic Year

Students choose from the following:

- PSAT & SAT preparation classes
- Career development workshops
- Personal development activities
- After-school tutoring
- College and financial aid counseling
- Academic guidance
- Academic enrichment

Summer

Students can participate in an academic program which provides:

- Two academic or enrichment classes
- Personal development workshops
- Clubs
- Trips

UPWARD BOUND PROGRAM

Upward Bound (UB) is an intensive academic program which helps students to successfully graduate from high school and prepare for college. Serving 165 young people a year, UB offers classes, tutoring, personal development workshops, and college advising.

High School (9-12th Grade)

Academic Year

- After-school tutoring at least once a week
- Saturday classes
- Career and personal development activities
- College and financial aid counseling
- Cultural trips

Summer

Students participate in an intensive six-week summer academy on Columbia's campus which provides:

- Three academic classes
- Physical educational classes
- Tutoring
- Extracurricular activities
- Special interest clubs
- Free dormitory housing and meals

SUMMER PROGRAM POSITIONS

Talent Search Program

POSITION: **Teaching Assistant (TA)**

This internship runs from June 23 through July 25, 2008.

TA's work full time Monday through Friday with middle school students enrolled in Double Discovery Center's Talent Search Program.

QUALIFICATIONS:

- Undergraduate or graduate students in good academic standing
- Experience working with youth desirable
- Experience teaching or tutoring desirable
- Experience coaching desirable

RESPONSIBILITIES:

- Report to the Assistant Director and the Program Coordinator.
- Serve as a teaching assistant for academic subjects.
- Facilitate tutorials.
- Facilitate high school preparatory courses.
- Plan and facilitate clubs and workshops.
- Lead physical education activities and trips.
- Serve as a team leader for a group of 10-15 young people.

REMUNERATION: • Stipend (\$1,400 pre-tax), and daily lunch.

Upward Bound Program

POSITION: Residential Teaching Assistant (RTA)

This residential internship runs from June 22 through August 9, 2008 (includes one week for staff training). RTA's are on duty Sunday afternoon through Friday afternoon. They live and work with high school students involved in Double Discovery Center's Upward Bound Program.

QUALIFICATIONS:

- Undergraduate or graduate students in good academic standing
- Experience working with youth desirable
- Experience teaching or tutoring desirable
- Experience coaching desirable

RESPONSIBILITIES:

- Report to the Assistant Director and Head Resident
- Serve as a teaching assistant for academic subjects
- Facilitate nightly tutorials
- Plan and facilitate club activities.
- Lead physical education activities
- Serve as a residential team leader for a group of eight to thirteen young people
- Assist with evening dormitory monitoring

REMUNERATION: \$2,940 (pre-tax) for 7 weeks plus room and board.

APPLICATION FORM

DOUBLE DISCOVERY CENTER

W306 Alfred Lerner Hall • Mail Code 2604
2920 Broadway • New York, NY 10027
Telephone (212) 854-3897 / Fax (212) 854-7457
ddc@columbia.edu / www.doublediscovery.org

Please indicate the position for which you are applying.

Talent Search Program _____
(Teaching Assistant)

Upward Bound Program _____
(Residential Teaching Assistant)

Part I: Personal Information

Mr./Ms. Last Name: _____ First Name: _____

MI: _____

Date of Birth: _____ Social Security Number: _____

Present

Address: _____

Street Apt.# City/State Zip Code

Telephone: (____) _____

Permanent

Address: _____

Street Apt.# City/State Zip Code

Telephone:(____) _____ E-Mail: _____

Have you previously attended, worked or volunteered for DDC? If yes, specify

below

_ List any friends or relatives working for us:

List any relatives who are enrolled in our programs:

Part II: Educational History

High School Major Degree Date Awarded or

Expected

College Major Degree Date Awarded or

Expected

Graduate	Major	Degree	Date Awarded or
Expected			

Part III: Work Experience

Please list all past and present employment, beginning with the most recent.

Name of Company	Position	Period	Supervisor	Phone
Name of Company	Position	Period	Supervisor	Phone

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Part IV: Extracurricular Activities

Describe your extracurricular activities on and off campus. Include positions, responsibilities, and dates of involvement.

Part V: Personal Statement (at least 250 words.)

Discuss why you want to work with Double Discovery Center as a Talent Search Teaching Assistant or an Upward Bound Residential Teaching Assistant. Include how working here relates to your future goals and why you would be effective in the position for which you are applying.

Part VI: Transcript

Submit an official transcript for all college and graduate work you have completed thus far.

Part VII: References

Please provide the names of three references below. Attach at least one completed recommendation form.

Name _____ Title/Organization _____ Telephone# _____

Name _____ Title/Organization _____ Telephone# _____

Name _____ Title/Organization _____ Telephone# _____

Part VIII: Affirmation

I affirm that all statements made on this application, including all attachments, are true and complete.

Please return application and attachments to:

Summer Program Selection Committee
Double Discovery Center
W306 Alfred Lerner Hall
2920 Broadway,
Mail Code 2604 New York, NY 10027
Telephone (212) 854-3897 Fax (212) 854-7457

Deadline:
February 28, 2009

**Residential Teaching Assistant (RTA)/Teaching Assistant (TA) Applicant
Recommendation Form
Columbia University's Double Discovery Center**

Applicant's Name (print): _____

SECTION 1: To be completed by the applicant.

Applicant's Waiver of Access to Letter of Recommendation: Under the Federal Family Education Rights and Privacy Act of 1974, students are given the right to inspect their records, including letters of recommendation.

- I expressly waive my right of access to this recommendation and understand that I will not be permitted to see it under any circumstances.
- I do not waive my right of access to this recommendation.

Applicant's Signature: _____ **Date:** _____

SECTION II. The following is to be completed by the person filling out this recommendation form:

Name of Person Completing Form (Print): _____ **Position:** _____

Relationship to applicant: _____ **How long have you known applicant:** _____

How well do you know this applicant? Very Well Fairly Well Casually

Please rate each characteristic by checking one box in each category that most accurately describes the applicant's abilities. In the comment section at the end of the form, please expand on the applicant's strengths and weaknesses as it relates to working with groups of high school and/or middle students in a campus setting. To receive full consideration for the RTA or TA positions, **the applicant must receive this completed recommendation form from you in a sealed envelope before February 29, 2008**

Ability to Lead and Work with Others -Consider the applicant's ability to inspire others, to coordinate and lead activities, to facilitate group interaction, and to respond appropriately to suggestions and criticism.

- No chance to observe
 Not a team worker, antagonizes people
 Can do satisfactory work with others, but tends to work alone
 Works well with others, very adaptable
 Inspiring to others, very cooperative, strong force to group morals

Personality -Consider the applicant's ability to make a pleasant impression and their ability to deal with a wide range of personalities.

- No chance to observe
 Somewhat irritating
 Minor difficulties with a few people
 Favorable impression
 Great impression, easily interacts with a wide variety of people

Social Sensitivity -Consider the applicant's ability to be sensitive to and understanding of others' reactions and feelings and the ability to effectively respond to them.

- No chance to observe
 Often not alert to others' feelings
 Sometimes shows sensitivity, not always able to respond effectively
 Genuinely tries to be sensitive and responsive to others
 Exceptionally sensitive and responsive to others

Diversity Awareness -Consider the applicant's ability to be sensitive to and understanding of diversity issues and their ability to respond effectively to them.

- No chance to observe
 Could be considered closed minded
 Sometimes shows sensitivity, not always able to respond effectively

- Genuinely tries to educate self and understand issues
- Exceptionally sensitive, aware of issues, and responsive to them

Responsibility -Consider the degree to which the applicant is dependable, prompt, able to manage time effectively, and willing to take initiative.

- No chance to observe
- Satisfied just to get by, somewhat unreliable
- Works hard if interested, generally reliable, needs direction
- Very dependable, always completes tasks, takes initiative

Ability to Express Self – Consider the applicant's ability to effectively communicate with others, to first understand and then seek to be understood, and to be sensitive to the feelings and reactions of others in group settings.

- No chance to observe
- Frequently vague
- Usually gets ideas across, sometimes vague
- Logical, good self-expression
- Convincing, excellent command of words

Maturity -Consider the applicant's common sense, judgment, integrity, and self-awareness.

- No chance to observe
- Displays immature behavior, often responds inappropriately
- Displays average maturity for age, sometimes influenced to act against better judgment
- Is mature and responsible in most situations
- Displays mature and responsible behavior, is respected by peers, thinks before reacts

Emotional Stability -Consider the applicant's response to stressful situations and evenness of disposition and mood.

- No chance to observe
- Tends to be overly emotional, tension evident and very disruptive
- Stable in ordinary situations, but disorganized by problems, prone to worry excessively
- Even disposition, stress occasionally disrupts life
- Very stable, exceptionally capable of dealing with stress

Overall Recommendation -Do you recommend that the applicant be hired as a RTA or RA?

- Do not hire, please explain below
- Hire with reservations, please explain below
- Hire, please explain below
- Definitely hire, please explain below

Comments:

What do you see as the applicant's greatest strengths? What areas would you be concerned about? What areas would you suggest we explore further?

Signature _____ Date _____

Please sign this recommendation form and return it in a sealed envelope to the applicant BEFORE February 28, 2009.