



SCSI Research Assistant Position Description 2019

Position Title: Research Assistant for the Summer Computer Science Institute

Who should apply?

This position is open to current Carleton Sophomores, Juniors, and Seniors. The Summer Computer Science Institute is a three-week residential summer institute that gives current high school sophomores and juniors a change to experience college level work in computer science. The Summer Computer Science Institute offers four guided research groups; Research Assistants will assist one guided research group for the duration of SCSI. Research Assistants assist SCSI faculty with class activities, working closely with participants as they learn to identify and use systematic problem solving skills employed by computer scientists while completing a collaborative guided research project.

Position Schedule:

- The SCSI Research Assistant Position is full time for the duration of the 3-week pre-college program. Research Assistants will assist one guided research group for the duration of their session.
- Position Dates: July 13 – August 2. In particular, a mandatory training event will take place on July 13.

Benefits of the Position:

This position will be paid a research stipend of \$470/week for three weeks. This position includes a summer meal plan (when the dining hall is open), while the programs are in session and the student is employed.

Research Assistants will also have the ability to participate in activities and weekend trips.

Responsible to:

- Faculty Assigned
- Dave Musicant, Director, Summer Computer Science Institute
- Matt Klooster, Director, Summer Academic Programs

Qualifications and Requirements:

This position is open to current Sophomores, Juniors, and Seniors.

- Applicants must have an interest in working with high school juniors and seniors and possess the ability to help and mentor the students.
- Applicants should model appropriate behavior and time management skills.

Desired Qualifications:

- Prior experience working with Middle or High School students.
- Experience with at least one of the four computing research topics being covered within the institute.
- A passion for Carleton and what we can offer each individual student.
- Past experiences at Camps or Pre-college programs.

- Ability to drive a campus vehicle.

Responsibilities:

- Demonstrate a commitment to maintaining order. Research Assistants are role models for our students, they are responsible for making sure all rules are followed, and they are committed to keep all students safe in the research lab and classroom.
- Assist with mentoring students in guided research. Research Assistants spend all day with SCSi participants, both in more structured classes and in more free-form research sessions.
- Facilitate group discussions. To accurately give the students a pre-college experience we must create safe and welcome environments to encourage both academic and personal growth. Research Assistants will be trained on facilitation and may be teamed up with a Program and Community Assistant to run evening discussions with small groups of students.
- Assist with and be responsible for following emergency protocols.

All of our 2019 Pre-College Programs:

- Summer Writing Program
- Summer Quantitative Reasoning Institute
- Summer Computer Science Institute
- Summer Humanities Institute

Questions?

Thank you for considering the Research Assistant position. We are looking for a fun, driven, and excited summer staff. If you are interested in the position please apply on our website and pay close attention to the application dates.

All possible applicants must complete the application form by February 15, 2019. The application is available at go.carleton.edu/summer/employment. In addition to completing this form applicants must send in a copy of their transcript to the Summer Academic Programs Office. Transcripts will be reviewed by the faculty hiring committee.

Any questions about this position should be directed to:

Amanda Williams, ex:4038, awilliams@carleton.edu

For more information on the Summer Academic Programs visit our website at go.carleton.edu/summer.