



**Summer at Case Job Application**  
**Residential Coordinator**  
**Residential Coordinator Assistant**  
**Residential Teaching Assistant**  
**Teaching Assistant**



NORTHWESTERN  
UNIVERSITY

412 Guilford House

<http://precollege.case.edu>

Equinox (216) 368 6735 Spectrum (216) 368 1686

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**APPLICATION DEADLINE: until all positions are filled.**

**EMPLOYMENT DATES:**

RC & RCA Training: June 16-June 22, 2008

Mandatory Orientation: June 23-26, 2008

Opening Day: June 29

Program: June 29 – July 18, 2008 (July 4 is a working holiday)

**History:** Case Western Reserve University’s Summer at Case is a joint program with Northwestern University’s Center for Talent Development (CTD), offering an accredited pre-collegiate academic program for gifted 7-12 grade students from around the world. Teaching Assistant and Residential Teaching Assistant staff are undergraduate students from universities across the country with academic strengths in the assigned subject. Summer at Case staff members are chosen for their exceptional content and communication skills.

**CTD student population:** Admitted students have scored at the 95%ile or above on nationally normed standardized tests, are carefully screened for academic and social fit, and are highly motivated for summer studies. Most students are working at least two years ahead of their grade-level. For some students the goal is purely academic enrichment, while for other participants, Summer at Case is an opportunity to complete a one-year or one-semester high school honors-level course during a three-week session.

**Spectrum (7<sup>th</sup> - 9<sup>th</sup> grades) COMMUTER ONLY**

The Spectrum Program is designed to develop the academic potential of talented young adolescents by offering an opportunity to take enrichment or accelerated courses. Based on tested aptitude, Spectrum matches students with appropriate learning experiences, and emphasizes an approach to teaching that underscores strengths and encourages high achievement.

**Equinox (9<sup>th</sup> -12<sup>th</sup> grades) RESIDENTIAL/COMMUTER**

The Equinox Program affords exceptional students currently completing 9<sup>th</sup>-12<sup>th</sup> grade access to advanced high school courses that will earn one or two semesters of high school credit. In addition to course completion, Equinox aims to assist students with intellectual self-confidence, critical thinking, and the capacity for autonomous and self-directed learning

**Time:** Programs classes are held Monday through Friday, from 8:30AM-2:45PM. All courses require several hours (2-4) of homework daily and all teaching assistants must be available to students both in and out of class.

**Employment Opportunities (compensation subject to review and change):**

Residential Coordinator (RC)	\$4200
Residential Coordinator Assistant (RCA)	\$1850
Residential Teaching Assistant (RTA)	\$1700
Teaching Assistant (TA)	\$1175

**Position Descriptions:**

Residential Coordinator (RC): Typically either a graduate student or current teacher, RC are responsible for hiring, training, and supervising all Residential staff. RC begin working part-time in February interviewing residential staff candidates, and then begin full-time work in June. Prior to the beginning of the program, RC make room assignments, prepare training material and train their staff. During the summer, RC is the primary contact for parents and staff, and work to keep all aspects of dormitory living running smoothly. RC should have familiarity with handling emergency situations and have prior experience with residential life. Room/board is provided in addition to salary. RC have one entire day off during the program.

Residential Coordinator Assistant (RCA): RCA is responsible for assistant the Residential Coordinator (RC) in managing the residential program in their assigned dorm, focusing on the safety and well being of the students and staff under the supervision of the RC. As a leader, RCA must set the tone for the program and serve as role models for staff and students. RCA must be effective leader and enforce rules with their staff members. This position is typically given to college juniors and seniors with more extensive residential experience.

Residential Teaching Assistant (RTA): A combined opportunity to be both a residential advisor and a teaching assistant in the Equinox program for high school students, RTAs work both in and out of the classroom. RTAs have demonstrated proficiency in their area of study, and not only enjoy helping students academically, but also have an interest in providing and creating rich, social opportunities for Equinox students. Room/board provided in addition to salary. RTAs have one entire day off during the program. These positions are typically given to college juniors and seniors with more extensive academic and residential experience.

Teaching Assistant (TA): These positions are for Spectrum only. TAs are to attend classes daily and assist the teacher in lessons, labs, etc. TAs are responsible to conduct study sessions and help students academically (during and after class) as well as have an interest in providing a positive learning environment. These positions are typically given to college undergrads who have demonstrated proficiency in their area of study.

**TO APPLY:**

Send all application materials for Summer at Case to the following address:

*Case Western Reserve University  
ATTN: Ana Rosa Badillo  
10900 Euclid Avenue – Guilford House 412  
Cleveland, OH 44106-7158*

Interviews will be scheduled beginning in February until all positions are filled.

Applications, resumes and recommendation may be emailed to [precollege@case.edu](mailto:precollege@case.edu); copies of transcripts may be mailed to the above address or dropped off at Guilford House, Room 412.

Questions can be directed to [precollege@case.edu](mailto:precollege@case.edu) or (216) 368-6735. Visit our website for additional information: <http://precollege@case.edu>

Please read all of the attached information and submit the following items:

- Current resumé
- Completed application + 3 essay answers
- Copies** or DPR of all undergraduate and graduate transcripts
- 1 Recommendation letter may be mailed or emailed separately

## Summer at Case 2008 Program Courses

<b><u>SPECTRUM (7-9 grades)</u></b> Commuter Only	<b><u>EQUINOX (9-10-11-12 grades)</u></b> Residential/Commuter
<ul style="list-style-type: none"> <li>-Algebra I/Algebra II &amp; Trigonometry/Geometry (self-paced)</li> <li>-Creative Writing</li> <li>-Forensic Science</li> <li>-Persuasion and Debate: Globalization</li> <li>-Robotics</li> </ul>	<ul style="list-style-type: none"> <li>-Algebra II / Geometry / Precalculus (self-paced)</li> <li>-Chemistry</li> <li>-Computer Gaming</li> <li>-Engineering</li> <li>-Genetics &amp; Biotechnology</li> <li>-International Relations</li> <li>-Journalism</li> <li>-Philosophy</li> <li>-Sociology</li> </ul>



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Last Name, First Name Mr. Ms.		Middle Initial	Social Security Number		
			E-mail Address		
			Male____ Female____  <b>Desired Position:</b> RC_____ RTA_____ TA_____		
School Name	Street Address	City, State	Zip Code		
Telephone Day (School)		Telephone Evening (Home)			
Home Address	Street	City, State	Zip Code		
How did you hear about Summer at Case Programs?					
Education	School Name, Location	Dates	Major/Minor	Degree Received	
High School					
College/University					
Graduate School					
List any relevant awards or honors:					

Name: \_\_\_\_\_

Previous Experience (list most recent first)			
Dates	Location	Title	Duties

Please list the course(s) you are interested in teaching:

1) \_\_\_\_\_ 4) \_\_\_\_\_

2) \_\_\_\_\_ 5) \_\_\_\_\_

3) \_\_\_\_\_ 6) \_\_\_\_\_

Are you a citizen of the United States of America? Yes  No

Do you currently receive a paycheck from Case? Yes  No

Since age 16, have you ever been convicted of a felony by any court? Yes  No

If yes, please list and explain on a separate sheet. Previous convictions do not necessarily exclude an applicant from consideration for employment.

**Please provide contact information for three references.**

Name/Title	Organization/School	Phone	E-mail

**Please use a separate paper to answer the following 3 questions:**

- Summarize any previous residential, teaching, or tutoring experience. Describe any skills, talents, or hobbies that might help you plan or lead extra-curricular activities for students. If you are applying for a coordinator position, please describe any administrative experience.
- TA and RTA only:** Please list, in order of preference, the classes with which you feel qualified to assist. For each class you list, briefly describe your qualifications including related coursework taken in this subject. **OR**  
**RC/RCA only:** Describe your experiences working with gifted or high school students. Please also include examples of administrative and leadership skills you possess in order to assist staff to achieve successful goals.
- Why would you be an asset to the summer program?