Student Position: STEM CORE Student Assistant

Summary of Responsibilities
The STEM CORE Student Assistant will assume a variety of responsibilities including organizing and cataloguing STEM library resources, aligning resources/lessons with standards, organizing electronic STEM activity resources (lesson plans, etc.), gathering and compiling evaluation data, maintaining an online social network, updating and maintaining an outreach calendar, tracking checked out materials, assisting with outreach events, contributing to the development of promotional materials, and other duties related STEM CORE’s goals (see http://stemcore.uoregon.edu/). The STEM CORE Student Assistant will report to the Associate Director. 10-12 hours per week is anticipated. Hours are flexible and may be scheduled during the work week, Monday – Friday, to fit coursework responsibilities. Student must have summer availability. Starting salary is $10/hour.

Qualifications
- Ability to work as part of a multi-member team
- Ability to work independently
- Ability to work with confidential information
- Ability to work in an organized and professional manner
- Strong communication skills
- Experience with the Office Suite (Word, Excel, PowerPoint)

Preferred Skills
- Familiar with setting up social networks and online calendars
- Experience with K-12 outreach and education
- Experience organizing and using lesson plans
- Experience maintaining a website and/or using Word Press

Specific Projects
- Gather and organize materials list for resource library
  - Manage check out calendar
  - Track checked out materials
- Manage email lists for STEM CORE members and students
- Manage survey of undergraduates regarding teaching career interest, outreach
  - Organize results
- Manage a Facebook site and other social media promoting STEM CORE activities
Center for Science, Technology, Engineering, and Math Careers through Outreach, Research, & Education

- Keep STEM CORE website updated
- Develop a brochure and promotional materials
  - Targeting students for (a) teaching pathway and outreach opportunities, (b) scholarships
  - Targeting faculty describing services
- Participate in organizing and facilitating outreach events: Science Open House, Opportunities Programs, etc.
- Manage UO calendar of outreach events
- Manage outreach calendar for Science Outreach course
- Maintain current list of grants for outreach
  - Communicate with other program coordinators and STEM CORE members to learn about other events
- Coordinate logistics and materials for a summer teacher workshop, plus ongoing support activities, for local STEM lab school involving UO faculty and graduate students
- Organize scanning electron microscope lesson plans and align with standards

Application
Please submit the following by Monday 5/26 at noon:

- Resume
- Contact info for 3 Professional References (e.g., previous supervisors or professors) including:
  - Phone number
  - Email address
  - Job title
  - How they know you (e.g., supervisor at tutoring center, fall 2013)
- Brief statement of interest (200 words): Why are you interested in this position? How will it support your career goals?

Submit application materials electronically or in-person to:

Dr. Bryan Rebar
Associate Director, STEM CORE
Willamette Hall 144
brebar@uoregon.edu

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