



www.projectscientist.org

STEM Fellowship Job Description & Application

Overview:

Project Scientist is looking for outstanding college students or recent graduates to serve as STEM Fellows for current or new Project Scientist sites for the 2017 season. STEM Fellows provide excitement, leadership, mentorship and coaching for groups of 20 students from varying grade levels. STEM Fellows work daily with a STEM Teacher who serves as the leader of the classroom. STEM Fellows support the Teachers by forming a unique partnership fueled by passion to bring the curriculum to life for their students. Together the team will add their own unique backgrounds and resources to inspire their students take risks, see their failure as key for innovation, develop growth mindset and grit, and encourage exploration and discovery through the sciences. Fellows will also be tapped as leaders during afternoon Innovation Enrichment labs (STEAM arts integration, physical education, and makerspace). Fellows will work together to learn and execute the curriculum during the labs while pushing students to explore, discover, and create. Fellows will work and collaborate with Project Scientist staff, interact weekly with families and community members, and are representatives of Project Scientist in the communities they serve. STEM Fellows are an important part of our organization and are key in making the vision of Project Scientist a reality by maintaining a creative and fun STEM-orientated environment that powers young girls to develop a deep love of learning and confidence in STEM.

STEM Fellow Responsibilities

Pre-Academy (May-June)

- Take CPR/First Aid class for certification
- Communicate with National Director on Academy updates
- Participate in STEM Fellow specific and full staff training sessions and activities
- Review Academy curriculum
- Attend a parent orientation night at university site

During Camp (Mid-June-Mid-August - depends on site)

Academy runs for 6 weeks, starting as early as June and ending as late as mid-August, depending on location

- Work full time (8:15am-5:15pm) for 6 weeks (Fellows will receive a 1 hour lunch break and two 10 minute breaks during AM and PM session)
- Manage a classroom of up to 20 students engaged in preset STEM curriculum, STEM Superstar presentations and off-campus STEM Expeditions
- Use SciGirls 7 and gender neutral teaching strategies as often as possible
- Teach Innovation Enrichment Labs (STEAM arts integration, physical education, and makerspace)
- Collaborate with STEM Teacher to form a beneficial partnership for the students in the classroom
- Use the STEM Teacher, Site Director and Assistant Site Director as resources for collaboration, ideas, and situations that may arise
- Understand and show to students the importance of STEM Superstars, Expeditions, and Parent Celebrations

Qualifications/Requirements:

- Current college student or recent graduate; Education or STEM major preferred but not required
- Experience working with K-8th grade children preferred
- Demonstrated leadership experience on campus
- Summers available
- Flexible, trustworthy, creative and positive; a leader who works well in teams, is performance-oriented, inspiring, energetic, organized, detail-oriented, communicative, fun-loving, and a good problem-solver
- Thrives in a fast-paced, startup environment realizing that all staff members can wear many hats during their time with Project Scientist



Rewards of Becoming a Project Scientist STEM Fellow:

- **Lasting Positive Impact on Kids, Staff, Families, and Communities:** STEM Fellows develop meaningful relationships with staff members, campers and families, and inspire the spark of camp: get girls enthused about STEM, and teach them how to be a friend and have a friend, have fun, and build confidence.
- **Experience and Exposure:** Not only will you be working for a premier camp organization; you'll be working on prestigious university campuses. Daily interaction and networking opportunities with faculty and STEM superstars from well-known STEM corporations will allow you the opportunity to build your network and social capital. Experience working at Project Scientist will propel your resume and opportunity for other leadership roles in different organizations.
- **Leadership Training & Professional Development:** All STEM Fellows receive great training including gender neutral STEM teaching strategies, classroom management, and more. STEM Fellows work with experienced and credentialed teachers and staff members that can serve as great mentors and references.
- **Opportunity:** As Project Scientist grows, we are always looking for successful staff members to promote from within for future leadership opportunities.
- **Financial Reward:** Paid, 40-hour work week summer opportunity at a national nonprofit organization

About Us:

At Project Scientist, our promise is to educate, coach, and advocate for girls and women with an aptitude, talent, and passion for STEM. Through engagement of top STEM companies, universities, teachers and hands-on curriculum our girls discover the endless opportunities available to them in STEM.

- The only focused effort of its kind, Project Scientist is designed to create a STEM pipeline starting with girls as young as 4 years old to advance girls and women in STEM.
- We create a captivating learning environment that inspires girls to innovate through a hands-on STEM experience.
- We believe there is an Einstein in EVERY neighborhood.
- We encourage girls to embrace failure as part of innovations and provide the support girls need to overcome it.

Girls are immersed in a community with like-minded individuals who enjoy exploring the sciences and celebrating their accomplishments. The girls also acquire the leadership skills needed to thrive in today's competitive STEM environments!

About You

- Passionate and hungry for fulfilling our mission of changing the world's view on who a scientist is and what a scientist does
- Believe in the power of education and use it as a tool to inspire
- Thrive in groups built on communication and collaboration and encouraging young girls to do the same
- A polished professional with a college degree and experience working with kids
- Organized with a special attention for detail
- Ability to think on your feet and problem solve while taking initiative with students, parents, and teachers
- Excel at coaching and motivating groups centered around a common goal
- Approach each day with enthusiasm, positivity, critical thinking, collaboration and FUN
- View failure as a key to innovation and push students and teachers to work through it
- A willingness to go above and beyond every day in the best interests of students and the organization
- Demonstrate integrity, sound judgment, self-confidence, maturity and a sense of perspective



Locations/Time Commitment:

| Caltech | USC | UCI/Concordia |
|------------------------------|--------------------------|--------------------------|
| Week 1: June 26-30, 2017 | Week 1: June 12-16, 2017 | Week 1: June 19-23, 2017 |
| Week 2: July 3-7, 2017 | Week 2: June 19-23, 2017 | Week 2: June 25-30, 2017 |
| Week 3: July 10-14, 2017 | Week 3: June 26-30, 2017 | Week 3: July 3-7, 2017 |
| Week 4: July 17-21, 2017 | Week 4: July 3-7, 2017 | Week 4: July 10-14, 2017 |
| Week 5: July 24-28, 2017 | Week 5: July 10-14, 2017 | Week 5: July 17-21, 2017 |
| Week 6: July 31-Aug. 4, 2017 | Week 6: July 17-21, 2017 | Week 6: July 24-28, 2017 |

Fellows' hours will run **Monday - Friday, 8:15am-5:15pm** each day. You will receive a 1 hour break at lunch each day and two 15 minute breaks during the morning and afternoon sessions.

You must commit to working all six weeks of camp. Those who are unable to commit to that will be evaluated on a case-by-case basis.

Training Sessions:

All Fellows will be required to attend training sessions in May. Training sessions are **mandatory**. Those unable to commit to a training session will be evaluated on a case-by-case basis.

Application Process and Submission:

To apply for the Project Scientist Fellowship program, please complete and submit the following:

1. Fellowship Application Form (complete with two references)
2. Resume

Once you have completed all items above, please email your application and materials to Alyssa Sharpe, alyssa@projectscientist.org. After applications have been received and reviewed, our team will notify all applicants of the status of their application and next steps. Any employment is contingent on the successful completion of a background check.

Project Scientist is an Equal Opportunity Employer and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability or genetic information. If you will need reasonable accommodations for the interview process, or have any issues with the application, contact Alyssa Sharpe for assistance alyssa@projectscientist.org or by phone at (704) 313-9118.

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Project Scientist 2016 Academy STEM Fellowship Application

APPLICANT INFORMATION

| | | |
|----------------------|------------------------------|-------------|
| First Name: | Middle: | Last: |
| Home Address: | | |
| City: | State: | Zip: |
| Home/Cell Phone: | | Work Phone: |
| E-mail Address: | CPR Certified: Yes No | |
| U.S. Citizen: Yes No | T-Shirt size: S M L XL 2X 3X | |

AVAILABILITY

| | | |
|--|-----|----|
| Are you available/willing to work 6 weeks of camp? | Yes | No |
| Site Choices: 1. | 2. | 3. |
| If not, how many weeks can you work? (Please specify dates of availability). | | |

SCHOOL

| |
|--|
| Name of University or College Attending: |
| Expected Graduation Date: |
| Major/Minor: |

PROFESSIONAL INFORMATION

| | | |
|-----------------------|--------|------|
| Most Recent Employer: | | |
| Job Title: | | |
| Address: | | |
| City: | State: | Zip: |

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| Phone: | |
| E-mail: | School District: |
| Supervisor's Name: | |

REFERENCES – List two references, who are not related to you, that we may contact in connections with your application for employment.

| | |
|----------------|--------------|
| 1. Name: | Phone: |
| Email Address: | Years Known: |
| 2. Name: | Phone: |
| Email Address: | Years Known: |

I _____ certify that the information in this application is accurate to the best of my knowledge.

→ Signature: _____ → Date: _____

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