GRADUATE ASSISTANT – STEM CAREER AWARENESS FOR HIGH SCHOOL STUDENTS

**Posting ID:** XX18910555

**Company:** UNLV Department of Civil & Environmental Engineering

**Position Type:** Full-Time

**College Major(s):** Civil Engineering (CEE), Construction Management (CEM), Mechanical Engineering (ME), Electrical/Computer Engineering (EE/CpE), Computer Science (CS), Entertainment Engineering (EED)

**College Level(s):** Graduate Student

**Company Website:** [https://www.unlv.edu/ceec](https://www.unlv.edu/ceec)

**Work Location:** UNLV

**Salary:** GA stipend and tuition (6 cr)

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**OVERVIEW**

With funding from a sponsor, UNLV is hosting a series of STEM career presentations for high school students. This is a continuation of a program called Student Interactions with Science, Technology, Engineering and Mathematics (SISTEM). The standard curriculum teaches students about basic sciences, but students are rarely exposed to the wide variety of STEM careers beyond those they personally encounter (e.g., doctor, dentist). Our program targets this knowledge gap by increasing students’ exposure of STEM careers. A diverse cohort of 35-40 high school students from around the city are accepted into the five-week, no-cost program, which includes transportation assistance for students who need it. By the end of the program, students have learned about 10 STEM professions, toured science and engineering labs at UNLV, learned about STEM and college resources, and formed new friendships.

The goals of SISTEM are to increase students’ 1) awareness of STEM opportunities and careers, 2) knowledge of opportunities to pursue a career in a STEM field, 3) knowledge in developing pre-employment skills for STEM careers, and 4) commitment to continue studies in a STEM field. In addition, SISTEM bridges a connection between students and professionals, who benefit on a personal level from inspiring students by sharing their knowledge and life experiences.

**Roles and Responsibilities**

In this position, you will use recruit STEM professionals to speak at SISTEM. You will also recruit and admit students into the program, handle all programming logistics (e.g. room reservation, ordering food, evaluation surveys) and supervise a small team of undergraduate students who will assist during SISTEM events. Resources from past programs will be provided to aid you in contacting professionals and coordinating the program.
In addition, you will assist with a project to develop a mobile science/engineering lab for bringing technology to local schools.

**Education and Qualifications**
Successful candidates will possess strong organizational skills, oral and written communication skills, an ability to conduct work with limited oversight, and an ability to lead a team of students. Meeting deadlines is a critical component of the job.

Candidate should have a strong interest in K-12 education and working with high school students. Previous experience working with high school students is preferred.

**How to Apply**
Provide a resume and cover letter stating your interest in the position to Dr. Erica Marti (ericamarti@unlv.edu). Applications will be reviewed as soon as they are received. Excellent candidates will be invited to interview for the position.