UNLV ENGINEERING CAREER SERVICES
HOWARD R. HUGHES COLLEGE OF ENGINEERING

UNDERGRADUATE ASSISTANT – STEM CAREER AWARENESS FOR HIGH SCHOOL STUDENTS

Posting ID: EM19725541
Company: UNLV
Position Type: Part-Time
College Major(s): Civil Engineering (CEE), Construction Management (CEM), Mechanical Engineering (ME), Electrical/Computer Engineering (EE/CpE), Computer Science (CS), Entertainment Engineering (EED)

Company Website:
Work Location: UNLV
Salary: $13-15/hr
College Level(s): Undergraduate-Freshman, Undergraduate-Sophomore, Undergraduate-Junior, Undergraduate-Senior

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 5-10 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

The lead person (SISTEM Program Manager) is responsible for recruiting STEM professionals to speak at SISTEM, as well as recruiting and admitting high school participants. SISTEM Program Manager is also in charge of program logistics (e.g., ordering food, evaluation surveys) and supervising 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. Weekly time commitment is 6-10 hours from September to November and January to April. Attendance at the SISTEM program is required; however, the schedule for

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other work hours is flexible.

Undergraduate Assistants – three to four students will assist during the SISTEM program, which will occur on a weekday evening for five consecutive weeks. One program is held in the fall semester and another in the spring semester. Anticipated weekly commitment is 3-4 hours over the course of each five-week program.

**Education and Qualifications**
Successful candidates for SISTEM Program Manager 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 an interest in K-12 education and working with high school students. Previous experience working with high school students is preferred.

Undergraduate Assistants should have good oral communication skills, a positive attitude about STEM education, and a willingness to engage with high school students. Candidates should provide evidence of dependability.

**How to Apply**
Provide a 1-2 page resume and brief statement of interest in the position to Dr. Erica Marti (ericamarti@unlv.edu).

Please specify if you are applying for SISTEM Program Manager, Undergraduate Assistant, or either. Applications will be reviewed on September 5th and on a rolling basis afterwards. Excellent candidates will be invited for a brief interview (in person or phone).