

The Science Learning Institute's mission is to **advance equity in STEM** at Foothill College by supporting students from underrepresented groups in their academic and career pathways in STEM and through initiatives working with faculty and within the institution. SLI does this through the following program components:

- PRE-STEM – a cohort program for students from underrepresented groups in STEM pursuing their STEM degrees and disciplines. The cohort takes their math and English courses together and also meets biweekly in community building and professional development sessions.
- School Year and Summer STEM Internships – internships in partnership with industry, higher education institutions, and other organizations for students to gain professional and research experience in STEM disciplines.

The STEM Workforce Specialist is a temporary role that is supervised by the SLI director and will mainly be responsible for career development and exploration programming for PRE-STEM and programmatic and administrative support for the internship program.

Responsibilities

For PRE-STEM

- Run biweekly cohort session for the learning community of PRE-STEM students, incorporating workshops and guest speakers on STEM disciplines and careers to expose students to potential STEM pathways.
- Support students in a group and a one-on-one in pursuing their STEM degrees at Foothill while exploring careers and obtaining internships and scholarships.

For SLI Internships Program

- Support the SLI director in setting up partnerships with higher education institutions and industry partners to create internship placements for Foothill College students.
- Provide administrative support for the program, including creating internship position descriptions and recruitment materials, outreaching to students, working with the scholarships office to disburse scholarships for internships, and other tasks.
- Run cohort seminars for school-year interns focused on professional development and exposure to guest speakers in different careers.

Overall

- Work with students on developing their resumes, LinkedIn profiles, and other professional portfolio components.
- Develop and implement workshops for students on job interviews, writing internship and scholarship application essays, searching for internships through Handshake, LinkedIn, and other platforms, and other professional development topics.
- Other related tasks designated by the SLI Director

Qualifications

- Minimum
 - Experience using LinkedIn for networking and connecting.
 - Experience leading workshops and/or trainings for small to large groups.

- Experience with writing and advising on resumes, cover letters, scholarship and internship applications, and other career-related written product.
 - Strong organization skills, including use of Zoom, spreadsheets (Microsoft Excel or Google Sheets), and Canvas.
 - Strong written and verbal communication skills.
 - Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of students, faculty and staff.
- Preferred qualifications
 - Experience in career advising, career development, and career exploration.
 - Experience organizing trainings/ workshops on professional development topics.
 - Connections to community college students and alumni.

Schedule

- Preferred start date: September 21, 2021.
- Weekly schedule ~10-15 hour per week, including in-person and remote time with students in groups and in one-on-ones as well as planning time.
- This job will be hybrid – in-person at Foothill College and remote.

Pay Scale: \$33.15

To Apply

1. Fill out this [online application](#). The application includes the following:
 - Information about you
 - A file upload field for your resume and cover letter.
 - Request for the name and email of a reference.
 - **No deadline – looking to fill this position by the end of September. Apply now!**
2. After filling out application, you may be contacted for an interview.
3. If selected, you will need to fill out an additional application online to become a Temporary Employee Assignment (TEA) with Foothill College.

Applications will be accepted on a rolling basis until the position is filled.

Questions?

Reach out to Sophia Kim, SLI Director at kimsophia@fhda.edu.