

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. In the summer, SLI runs two main programs and continues program planning for the upcoming school year.

- The Pre-STEM Summer Institute (PSI) is a three-week pre-college summer program for students entering Foothill College in the fall with the goal of earning an Associate degree in a STEM discipline.
- The SLI STEM Internship program provides STEM internships for Foothill students for the summer in industry and research.

The **SLI Summer Program Assistant is a temporary role that** will be supervised by the SLI director and will mainly be responsible for supporting programmatic and logistical aspects of SLI summer programs, including the PRE-STEM Summer Institute (PSI 2023), the summer internship program, and overall program planning.

### Responsibilities

- Programmatic support for PSI 2023
  - Support the team of 3 SLI Leadership Fellows peer mentors to run workshops on such topics as college readiness, Foothill College resources for students, time management, study skills, etc.
  - Work with the SLI director to organize extracurricular sessions with panels, field trips, and guest speakers.
  - Develop and lead (in partnership with the SLI Leadership Fellows) opening activities each morning to build community and for reflection.
- Administrative support for PSI 2023 and Summer Internship program
  - Coordinate food for the program including light breakfast, lunch, and afternoon snack. Also support coordination of end of program celebration for PSI 2023.
  - Help coordinate Boba Social for summer interns and mentors in the SLI internship program.
  - Create an end of program slideshow/ video to present on the final day of both PSI 2023 and SLI internship program.
  - Manage other program logistics such as transportation and space needs, including a program field trip in early August.
- Student support
  - Respond to student issues and needs on an individual basis as they arise.
  - Gather feedback from student participants through weekly surveys for PSI 2023.
- Other related tasks designated by the SLI Director

### Qualifications

- Minimum
  - Experience leading and facilitating groups in interactive workshops.
  - Understanding of college preparation and readiness topics.
  - Experience with event planning, especially as it relates to logistics.
  - Background and experience in a community college setting so as to be aware of the various resources available at a place like Foothill.
  - Ability to multitask and manage multiple projects at the same time.
  - Strong written and verbal communication skills.

- Experience with using Google Suite, such as Google Forms, Google Sheets, and Google Docs.
- Preferred
  - Alumnus of Foothill or De Anza Colleges.
  - Experience with student advising and mentoring.
- 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.

#### Schedule

- Preferred start date: July 1 / End date flexible: sometime in mid to late August or early September
- Flexibility for full and part-time options (within budgeted pay allotment – see below)
- Overall schedule
  - Most hours of work required in July
    - Wk of July 3<sup>rd</sup> and 10<sup>th</sup> – training for leadership team, preparation for PSI 2023
    - July 17 – August 4 – PSI 2023 (3 weeks) – ideally 40 hours per week for these week but also negotiable
    - Wk of Aug 7 – Sept 1 – flexible end date and tasks based on availability
- Total term of hire: July 1 start date with variable end date and variable weekly hours depending on workload.
- This job will be mostly in person, especially during weeks of PSI 2023.

#### Pay

Up to \$7000 total for this engagement at rate of \$27.88 per hour

#### 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 beginning of July. Apply now!**
2. After filling out application, you will be contacted for an interview.
3. If selected, you will need to fill out paperwork for hiring.

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

Find out more about the PRE-STEM Summer Institute: <https://foothill.edu/sli/mesa/summer-institute.html>

#### Questions?

Reach out to Sophia Kim, SLI Director at [kimsophia@fhda.edu](mailto:kimsophia@fhda.edu).