

Tech Internship Peer Mentor

This is an open position for a Foothill College student looking for summer employment.

Job Description

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 manages the SLI STEM Summer Internship program which provides internships and accompanying scholarships in STEM disciplines. A good number of these placements are in tech companies.**

The **Tech Internship Peer Mentor** will be supervised by the SLI director and will be responsible for the following:

- Set a schedule with students who are participating in SLI STEM Summer internships (summer interns) with tech Companies to check in and see how they are doing.
- Provide office hours and by-appointment hours to provide support to summer interns.
- Share tips and strategies in the program training at the beginning of the summer.
- Create resources available in SLI STEM Summer Internship Canvas shell for students to access to succeed in their internship. These resources could be aggregation of links of articles and videos, homegrown videos, etc.
- Any other tasks designated by the SLI Director.

Qualifications

- Minimum
 - Prior experience in a tech internship.
 - Interest in mentoring one's peers, especially those who would be in a tech internship for the first time.
 - Ability to work independently and provide "customer service."
 - Interest in and experience with aggregating resources gathered from the internet.
 - Strong written and verbal communication skills.
 - At least 18 years old.
- Preferred
 - Video creation, even rudimentary use of something like iMovie.
- This position is open to U.S. citizens, permanent residents, international students, and DACA students. A social security number is required for the job and we will work with you to obtain this.
- This job is open to Federal Work Study (FWS) students as well as students without FWS.
 - If you are an FWS student, the eligibility requirements for FWS student jobs apply, including being enrolled in at least 6 units for the summer, GPA and cumulative attempted unit thresholds, etc. You would have to have received FWS for the 2021-22 school year. Please review the [FWS program webpage](#) for more explanation.
 - If you are not an FWS student and applying as a student employee, there are other eligibility requirements, including either having taken 12 units in spring quarter or, if not, taking 6 units in the summer and not having more than 180 units completed. Also, international students can apply for this job under those requirements. Please review the [Student Employment webpage](#) for more explanation.

Schedule

- Month of June – a few hours of meeting with the SLI director, planning for the program training, and gathering resources to post in Canvas. Total of about 7 hours.
- Week of 6/28/21 – day 1 program training (6/28/21) and then start check in scheduling
- From 6/28 – 9/3/21 (and possibly longer if schedule permits) – 8 – 10 hours/ week
- Total term of hire: 6/1/21 (flexible) – 9/7/21
- This job will be remote, on Zoom.

Pay

Level III, Step 1 job = hourly rate of \$17.00

To Apply

Fill out this [online application](#). The application includes the following:

- Information about you
- A file upload field for your resume¹ and cover letter².
- Request for the name and email of a reference³.

Deadline to apply: Monday, May 31, 2021

After your application is received, you may receive an invitation for an interview if we choose to move forward with your application.

Applications will be accepted on a rolling basis until the position is filled with the goal of hire by the beginning of June. There will be 1 position available for this role.

Position Description: Peer Assistant, Level III, Step 1

Generally works directly with other students providing guidance, information, or advice related to a program or service. At higher levels may involve supervision, training, or work assignments of other student peer assistants.

Questions?

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

¹ Resume = document that lists your contact information, educational background, work/ leadership/ community experience, skills. Tip: look for templates online to create your own.

² Cover letter = letter that explains your background, your interest in the job, what skills and experience you bring to the job, and specific examples that show why you would be best for this position.

³ Reference = name and email address of a person who knows you well, such as teacher or staff member. This should NOT be a family member, friend, or yourself.