

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. The **SLI STEM Summer Internships program** provides internships for Foothill college students at higher education institutions and industry partners in STEM disciplines such as chemistry, computer science, and engineering. Students gain work based skills and experience and are able to develop professionally as they consider their career pathways.

The **SLI STEM Summer Internships program assistant** is a temporary role that will be supervised by the SLI director and will mainly be responsible for administrative support for the internship program, including checking in with the 40 or so internship students, monitoring timesheets, troubleshooting issues and challenges, and assisting with professional development cohort seminars.

### Responsibilities

- Monitor student timesheet entries to ensure students are tracking their time and staying within the agreed upon internship hours.
- Serve as point of contact for students and internship placement supervisors if there are issues or challenges to work through and resolve.
- Partner with the workforce development department to plan and facilitate professional development seminars for student interns.
- Check in with each student intern and internship placement supervisor at least once during the summer in a one on one meeting.
- Schedule and plan (with the SLI Director) the end of summer celebration.
- Manage the SLI STEM Summer Internships Canvas page, uploading relevant resources and guidesheets and sending out regular announcements.
- Track the scholarship payments for each student intern, each of whom may have a different payment schedule.
- Other related tasks designated by the SLI Director

### Qualifications

- Minimum
  - Strong organization skills, including use of Zoom, spreadsheets (Microsoft Excel or Google Sheets), and Canvas.
  - Experience organizing trainings/ workshops on professional development topics.
  - 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.

### Schedule

- Preferred start date: week of June 21.
- SLI STEM Summer Internships program begins June 28<sup>th</sup> with a full training for all student interns. This position will support the training in coordination with the SLI Director.
- Weekly schedule ~10 hours/ week.
- Soft end date – September 17. Most internships will wrap up at the beginning of September. Final celebration is yet to be determined.

- Total term of hire: 6/21 – 9/17/21 – flexible start and end date
- This job will be mostly remote, on Zoom.

Pay Scale: \$19 - \$25/ hour, depending on experience

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 middle of June. Apply now!**
2. After filling out application, you may be contacted for a short 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](mailto:kimsophia@fhda.edu).