

## STEM Fellow

### Role and Responsibilities

The STEM Fellows will serve in the classroom and conduct outside activities with girls engaged in STEAM learning. Fellows will work side-by-side with credentialed teacher to plan and execute hands-on STEM lessons, arts, PE, and makerspace integration. STEM Fellows provide excitement, leadership, mentorship and coaching for groups of students from varying grade levels. They support Teachers by forming a unique partnership fueled by passion to bring the curriculum to life for their students. Together the team will add their own unique backgrounds and resources to inspire their students to take risks, see their failure as key for innovation, develop growth mindset and grit, and encourage exploration and discovery through the sciences. STEM Fellows will also be tapped as leaders during afternoon Innovation Enrichment labs (STEAM arts integration, physical education, and makerspace) and will work together to learn and execute the curriculum during the labs while pushing students to explore, discover, and create. Fellows will work and collaborate with Project Scientist staff, interact weekly with families and community members, and are representatives of Project Scientist in the communities they serve. STEM Fellows will have the unique opportunity to connect with women professionals in various STEM fields and companies. They are an important part of our organization and are key in making the vision of Project Scientist a reality by maintaining a creative and fun STEM-orientated environment that powers young girls to develop a deep love of learning and confidence in STEM.

\*All offers are conditional on passing background checks and Live Scan results.

### Pre-Academy (May-June)

Provide copy of current CPR/First Aid certification by May 1, 2019.

- Participate in **mandatory** STEM Fellow specific and full staff training sessions and activities (May or June)
- **Build Rapport.** Attend a parent orientation night at university site in May or June. Meet the Site Director and Assistant Site Director to understand how their roles will support your execution.
- **Inventory.** Use your organization skills to participate in move in and determine the best approach to inventory supplies needed for execution.
- Participate in **Parent Orientation**, building relationships with students and families and kicking off our summer Academy.
- Complete **required certifications** by June 1st: CA Sexual Harassment, mandated reporter, active shooter training. \*paid activities\*

**During Camp (Mid-June-Mid-August - depends on site)** *Academy runs for 3-6 weeks, starting as early as June and ending as late as mid-August, depending on location*

- **Execute with Excellence.** Work full time for six weeks with one unpaid hour lunch break (except for expedition days, 30 minutes) and two paid 15 minute breaks supporting teachers with class management and learning techniques. Take pride in delivering an exceptional customer experience for our Academy families.
- **Teamwork and Collaboration.** Reports to Operations Manager and works with Site Director, Teachers and other Student Fellows to create a culture of inclusion. Be an active participant and resource for collaboration, ideas, and help solve problems for situations that may arise.
- **Operational Excellence.** Take the initiative in keeping the Academy running smoothly, from setting up space for families to check-in at drop off each morning, and pick-up in the afternoon, to tagging in when Teachers and peers need a break.

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- **Motivate and Inspire.** Foster curiosity and a deep level of confidence in STEM subjects with fun-engaging energy. Use our examples of curriculum to lead innovative enrichment labs in the afternoon (STEAM arts integration, physical education, and makerspace). Understand and show to students the importance of STEM Superstars, Expeditions, and Parent Celebrations so they take pride in their work daily.
- **Safety First.** Understand and show to students the importance of STEM Superstars, Expeditions, and Parent Celebrations. Teachers will be required to be present for Friday Celebrations, to help students take pride in presenting their work to their families.
- **Safety First.** Build and maintain a safe and inclusive environment where all students and staff can thrive.
- **Agility is Key.** Be quick on your toes to switch things up as needed. Working with children requires constant kinetic energy and a positive growth mindset. From working the air-conditioned indoors to outside summer heat, you'll need to roll with the changes that come from day-to-day academy management.
- **Have Fun and Network!** Join us on weekly STEM expeditions where you will manage and lead a group of students while enjoying a VIP behind the scenes look at companies and hearing from top female STEM professionals.

## QUALIFICATIONS:

- A college professional currently enrolled in a 2 or 4 year degree program
- Experience working with children, prefer camp experience
- Passionate and hungry for fulfilling our mission of changing the world's view on who a scientist is and what a scientist does
- Believe in the power of education and use it as a tool to inspire
- Thrive in groups built on communication and collaboration and encouraging young girls to do the same
- Organized with a special attention for detail
- Ability to think on your feet and problem solve while taking initiative with students, parents, and teachers
- Excel at coaching and motivating groups centered around a common goal
- Approach each day with enthusiasm, positivity, critical thinking, collaboration and FUN
- View failure as a key to innovation and push students and teachers to work through it
- A willingness to go above and beyond every day in the best interests of students and the organization
- Demonstrate integrity, sound judgment, self-confidence, maturity and a sense of perspective

## Rewards of Becoming a Project Scientist STEM Teacher

- **Lasting Positive Impact on Kids, Staff, Families, and Communities:** STEM Teachers develop meaningful, multi-year relationships with staff members, campers and families, and inspire the spark of camp: get girls enthused about STEM, and teach them how to be a friend and have a friend, have fun, and build confidence.
- **Experience and Exposure:** Not only will you be working for a premier camp organization; you'll be working on prestigious university campuses. Daily interaction and networking opportunities with faculty and STEM superstars from well-known STEM corporations will allow you the opportunity to build your network and social capital. Experience working at Project Scientist will propel your resume and opportunity for other leadership roles in different organizations.
- **Leadership Training & Professional Development:** All STEM Fellows receive great training including gender-neutral STEM teaching strategies, classroom management, and more. STEM Fellows work with experienced and credentialed teachers and staff members that can serve as great mentors and references.
- **Opportunity:** As Project Scientist grows, we are always looking for successful staff members to promote from within for future leadership opportunities.
- **Financial Reward:** Shared upon request

## Example Daily Schedule

7:45-8am: Staff Meeting  
8-8:30am: Camper Drop-off  
8:30-9:15am: Camp Assembly  
9:15-9:45am: STEM Superstar  
10am-12pm: Hands-on STEM in Classrooms  
12-1pm: Lunch/Recess  
1-2pm: Hands-on STEM in Classrooms  
2-3pm: Math/Mentor Moment  
3-5pm: Innovation Labs  
5-5:30pm: Pick-up

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## ABOUT US:

At Project Scientist, our promise is to educate, coach, and advocate for girls and women with an aptitude, talent, and passion for STEM. Through engagement of top STEM companies, universities, teachers and hands-on curriculum our girls discover the endless opportunities available to them in STEM.

- The only focused effort of its kind, Project Scientist is designed to create a STEM pipeline starting with girls as young as 4 years old to advance girls and women in STEM.
- We create a captivating learning environment that inspires girls to innovate through a hands-on STEM experience.
- We believe there is an Einstein in EVERY neighborhood.
- We encourage girls to embrace failure as part of innovations & provide the support girls need to overcome it.
- Girls are immersed in a community with like-minded individuals who enjoy exploring the sciences and celebrating their accomplishments. The girls also acquire the leadership skills needed to thrive in today's competitive STEM environments!

## LOCATIONS / TIME COMMITMENT

You will apply for one of the sites on the right. There is an option to work both LMU and USC Academies. Please note if you would be interested in this option.

To apply for the Project Scientist Academy Operations Manager role, please complete and submit the following:

1. Fellowship Application Form
2. Fellowship Reference Form
3. Resume

Once you have completed all items above, please email your application and materials to [hiring@projectscientist.org](mailto:hiring@projectscientist.org). Fellow reference forms can be sent directly from your reference or can be gathered with the rest of our application and emailed together. Applications will be accepted on a rolling basis through March 30. Qualified candidates will move forward with a phone or in-person interview. Hiring will be completed April 15. Any employment is contingent on the successful completion of a background check.

Project Scientist is an Equal Opportunity Employer and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability or genetic information. If you will need reasonable accommodations for the interview process, or have any issues with the application, contact Regina Ossey at [Regina@projectscientist.org](mailto:Regina@projectscientist.org).

### LMU

June 24-28  
July 1-5  
July 8-12

### USC

July 15-19  
July 22-26  
July 29-August 2

### Concordia

June 17-21  
June 24-28  
July 1-5  
July 9-12  
July 15-19  
July 22-26

### Caltech

June 17-21  
June 24-28  
July 1-5  
July 8-12  
July 15-19  
July 22-26

### Johnson & Wales University

June 17-21  
June 24-28  
July 8-12  
July 15-19  
July 22-26  
July 29-August 2



**Caltech USC Dornsife**

College of Letters, Arts and Sciences



**CONCORDIA**  
UNIVERSITY IRVINE



**JOHNSON & WALES**  
UNIVERSITY

*Project Scientist will originate a diverse STEM talent pool by building confidence for over 20,000 girls by 2022.*

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