

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 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.** Students in TCSI will learn basic data science skills in service of a social change project while analyzing case studies where data and technology are used to address social issues, will gain math confidence through problem based learning, and will prepare for college through workshops and one-on-one work with an academic counselor.

The **PRE-STEM Summer Institute (PSI) Summer Program Coordinator is a temporary role that** will be supervised by the SLI director and will mainly be responsible for coordinating programmatic and logistical aspects of the in-person summer program, including working with a team of peer mentors to run afternoon workshops as well as arranging for lunch and snacks, transportation, and other necessary tasks.

Responsibilities

- Work with a team of 4 – 5 peer mentors to run workshops on such topics as college readiness, Foothill College resources for students, time management, study skills, etc.
- Coordinate food for the program including light breakfast, lunch, and afternoon snack.
- Respond to student issues and needs on an individual basis as they arise.
- Work with the SLI director to organize Friday sessions with panels, field trips, and guest speakers.
- Gather feedback from student participants through weekly surveys.
- Develop and lead closing activities each afternoon to build community and for reflection.
- Create an end of program slideshow/ video to present on the final day.
- Manage other program logistics such as transportation and space needs.
- 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.
 - Bachelor's or Associate degree minimum.
 - Must be able to facilitate in-person during the program and also attend training sessions for the whole program team starting two weeks before the program.
- Preferred
 - Alumnus of Foothill or De Anza Colleges.
- 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: June 1, part-time (then increase hours in July)
- Onboarding and planning: June
- Training for summer institute team:
- Training and onboarding of PRE-STEM Summer Institute team: July 5 – July 15 – start full time hours
- PSI: July 18 – August 5 – full time hours with some flexibility on Friday half days
- Wrap up and debrief: week of August 8
- Total term of hire: June 1 – August 12 (with some flexibility at the beginning and end), variable weekly hours depending on workload.
- This job will be hybrid – with the planning weeks which can be remote. Then training and the program itself will be in-person.

Pay

\$7000 total for this engagement at rate of \$33.65 per hours

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 May. 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/pre-stem/summer-institute.html>

Questions?

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