Title: PK-12 STEM Engagement and Outreach Pilot Graduate Assistant

Terms: This position is a half-time (10 hours per week) position which includes a $2,000 stipend per semester and 4.5 credit hours of a tuition waiver per semester. This position is offered to a full-time graduate student. This graduate assistant position begins August 29, 2022 and ends April 28, 2023.

Responsibilities: The GVSU Regional Math and Science Center and Padnos College of Engineering and Computing are partnering to lead campus-wide conversations on improving PK-12 STEM Engagement and Outreach (E&O) efforts. In order to improve the ecosystem of STEM E&O at GVSU, we seek a Graduate Assistant to identify stakeholders, analyze current systems and practices, and support the implementation of new models. The responsibilities of the GA include the following:

- **GVSU PK-12 STEM E&O Coordination (50%)**
  - Survey stakeholders in and analyze existing structures of PK-12 STEM Engagement and Outreach efforts across the university;
  - Research alternative models from other institutions, and analyze opportunities to implement changes at the university;
  - Suggest opportunities to align efforts and create efficiencies between PK-12 STEM E&O efforts;
  - Communicate between various internal and external stakeholders in PK-12 STEM E&O.

- **Engagement with all PK-12 STEM camps and events across the university (25%).**
  - Survey, analyze, and suggest changes to and synergies between STEM camps across the university.

- **GVSU PK-12 Website (10%).** Using CMS4, work to create and launch a PK-12 landing page for external and internal PK-12 stakeholders, including:
  - Data on PK-12 programming;
  - Highlights of existing efforts;
  - Opportunities to engage with and request support from GVSU faculty and staff;
  - A collected “one-stop-shop” calendar of PK-12 STEM E&O events and professional development.

- **Publication and dissemination (10%).** Work alongside RMSC and PCEC staff to publish and disseminate the process and outcomes from analysis of PK-12 STEM E&O efforts in peer reviewed publications, social media, and other potential avenues.

- **Grant writing (5%).** Support the grant writing efforts of the RMSC and PCEC including baseline data collection, needs assessment alignment, RFP/Solicitation evaluation, and submission.

The Graduate Assistant serving in this role will enhance or expand their skills in grant writing, document analysis, interviewing, organizational structure, and research. The GA serving in this role will be expected to submit a final report outlining the process and acquisition of skills and knowledge relative to this work.

Qualifications: The successful candidate must possess the following skills:
• Possess strong verbal and written communication skills;
• Demonstrated experience in successfully using various computer software applications;
• Demonstrated experience to successfully work both collaboratively and independently;
• Commitment to diversity, equity, inclusion and access.

Particular consideration will be given to candidates with any of the following skills:
• Previous experience with PK-12 Engagement and Outreach as either a participant, facilitator, or leader;
• Previous experience collecting, analyzing, and summarizing data;
• Previous experience with organizational analysis, theory, or structure;
• Previous experience or interest in the STEM fields, or enrolled in a STEM-based Master’s program.

Work Station: This GA position will be based in Allendale at the RMSC’s offices with opportunity to connect remotely when necessary or appropriate. The GA will be provided with a workstation, computer, and access to internal digital file structures.

Orientation: On or around August 29, the GA hired will meet with both the RMSC supervisors and PCEC collaborators in order to survey the landscape of efforts between the two key stakeholders. During that time, the GA will be oriented to the operations and structures of both organizations.

Supervision and Evaluation: This position will be supervised by Chelsea Ridge at the Regional Math and Science Center with ongoing evaluation and guidance from others in the RMSC and PCEC.

Selection Process: Candidates should provide the following materials as part of their application:
  1) Letter of interest clearly demonstrating the applicant’s qualifications and any applicable preferred skills;
  2) Two letters of reference;
  3) Current resume/vita

Applications will be reviewed by the joint RMSC and PCEC Selection Committee. Qualified candidates may be contacted for interview purposes, which may include requests for additional documentation demonstrating communication and research skills, with reference checks as needed.

Contact Information of supervisor:
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