

# Summer STEM Program Facilitator

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**Classification:** Non-exempt – Intern  
**Supervisor:** STEM Council Director

## *Purpose of Position in Skillpoint Alliance*

Under the supervision of the [STEM Council](#) Director, the Summer STEM Program Facilitator Mentor supports the planning and execution of [Velocity Prep](#), which engages groups of 20 high school students in four weeks of project-based professional work with an industry client.

The Program Facilitator will work in collaboration with Velocity Prep students and Skillpoint Alliance staff on developing and overseeing the logistics several projects this summer. Past projects have included:

- **GREENTech Velocity Prep**, which asked students to design a “MicroGrid System for the Texas Colonias.” Student companies proposed an energy solution for 15 homes along the Texas-Mexico border.
- **ROBOTech Velocity Prep**, which asked students to design a “Search-and-Rescue Robot” in the event of a natural disaster. Student companies developed robotic prototypes for navigating rubble and identifying survivors in an emergency.
- **GAME On! Velocity Prep**, which asked students to design and develop five web-based video games. Student companies developed game concepts highlighting the green-building features of AMD’s Lonestar Campus including programming, artwork and design.

More complete project descriptions can be found online at: [www.skillpointalliance.org/velocityprep](http://www.skillpointalliance.org/velocityprep)

## *Position Description*

The Summer STEM Program Facilitator collaborates with the STEM Director and STEM Programs Coordinator to ensure Velocity Prep program delivery. This position facilitates student work to assure project completion, supervising students at their work site. In turn, the Program Facilitator will gain valuable experience by working directly with an industry client, serving as project manager for a large group and preparing a project summary report.

## **Responsibilities:**

- ◆ Collaborate with Skillpoint staff and Velocity Prep industry client to define student project;
- ◆ Create desired outcomes and evaluation procedures for project;
- ◆ Define student workflow, establish metrics, deliverables, and other processes for measuring project progress;
- ◆ Manage student expectations, maintaining student schedule, instituting accountability measures and addressing student motivation and performance issues as necessary;
- ◆ Serve as “sounding board” for student brainstorming and ideas;
- ◆ Serve as student role model by modeling productive work habits, positive attitude and effective professional relationships;
- ◆ Coordinate student engagement with industry/subject matter experts (e.g. site tours, guest lectures);
- ◆ Manage documentation for all Velocity Prep program operations;
- ◆ Prepare a summary report describing project goals, accomplishments, student outcomes, expenditures, and suggestions for improvement ;
- ◆ Oversee the development of written and presentation deliverables including, but not limited to: memos, business plans, and PowerPoint presentations; and
- ◆ Engage students in discussion and research relevant to the project at hand.

**Location/Hours/Schedule**

- ◆ Varies, Central Texas high schools. Initial work conducted at Skillpoint Alliance's downtown office
- ◆ Full-time, temporary: [May 21, 2012] Velocity Prep is hosted June 1 – August 17, 2012
- ◆ 7:30 am-3:30 pm M-F
- ◆ Occasional off-site evening or weekend event work may be required

**Physical demands**

- ◆ Work is both sedentary and mobile—indoors.
- ◆ In-town travel (mileage compensated).

**Required Skills**

- ◆ Project management skills (effective and efficient communication is critical)
- ◆ Strong interpersonal and leadership skills
- ◆ Some experience working with youth
- ◆ Ability to work as part of a team
- ◆ Proficient in Microsoft Office Suite, particularly Excel and PowerPoint

**Required Education / Experience**

- ◆ Currently pursuing or completed a Bachelor of Arts, Science or Masters in a relevant subject area

**Preferred/Additional Skills**

- ◆ Knowledge of/interest in project topics including robotics, solar technology, game design, mobile apps development, and/or colonias/Texas-Mexican border policy,
- ◆ Familiarity with the development of a business plan, consulting services
- ◆ Interest in youth/education, nonprofits
- ◆ Previous project management experience (e.g. student organization leadership)
- ◆ Experience programming with LabVIEW, Flash, Java, HTML5, Microsoft Stack, Viziapps particularly preferred

**Compensation**

- ◆ \$1,500 stipend per Velocity Prep, for a maximum of \$3,000 per semester.

**To apply:**

- ◆ Submit a cover letter and resume to [LStern@skillpointalliance.org](mailto:LStern@skillpointalliance.org).