

Oregon State Service Corps Position Description

**ORGANIZATION:**

Self Enhancement, Inc. – www.selfenhancement.org

ORGANIZATION MISSION:

Self Enhancement, Inc. (SEI) is dedicated to guiding underserved youth to realize their full potential. Working with schools, families, and community organizations, SEI provides the support, guidance, and opportunities needed to achieve personal and academic success.

POSITION:

STEM Program Assistant

LOCATION:

The Center for Self Enhancement, Inc.

3920 North Kerby Avenue, Portland, Oregon 97227

SUMMARY OF POSITION:

To increase student interest in science, technology, engineering and math (STEM), the STEM Program Assistant will help align STEM initiatives into SEI's After School Programming, with a focus on promoting digital literacy.

ESSENTIAL RESPONSIBILITIES:

1. Assist in providing classroom instruction during the school day in the SEI Academy Digital Literacy/Media Arts class on a variety of software and computer technologies for middle schoolers.
2. Facilitate and/or support after school STEM classes, including but not limited to: FLL Lego Robotics, FTC Robotics, video production, digital photography, game design and coding.
3. Support the robotics teams at the middle and high school level.
4. Support SUN Co-Managers and volunteers at schools to implement STEM initiatives via extant STEM classes.
5. Coordinate parent and high school volunteers to support robotics participants.
6. Organize monthly outreach events for middle and high school students to expose them to additional STEM opportunities.
7. Implement the transition of the library/computer lab into a digital media hub for students.
8. Administer evaluations and manage data.
9. Recruit, train and manage volunteers with a focus on recruiting veterans to volunteer.
10. Organize quarterly disaster preparedness presentations emphasizing safety and evacuation plans.
11. Complete and submit in a timely manner all OSSC/AmeriCorps required reports and time sheets.
12. Participate in OSSC/AmeriCorps sponsored orientation, trainings, meetings and disaster-related activities.

MARGINAL RESPONSIBILITIES:

1. Ability to lift up to 50 pounds.
2. Ability to travel to SEI's SUN Community School sites.
3. Ability to work Saturdays.

PREFERRED QUALIFICATIONS:

1. Excellent communication and instructional abilities.
2. Background in STEM.
3. Ability to advise higher education students.
4. Ability to work successfully with students and communities with varying backgrounds.
5. Leadership experience.
6. Strong organizational skills.
7. Ability to work as part of a team.
8. Background in community service work.
9. Must be 21 years of age or older and a college graduate (or graduating in May 2014)
10. Must be a U.S. citizen or legal permanent resident.
11. Must have a valid driver's license.

CONTACT: Jacqueline Murphy, Career Development and Internship Placement Manager

503-249-1721 extension 238 or jackiem@selfenhancement.org.

This position is available to all without regard to race, color, national origin, disability, age, sex, political affiliation or in most instances, religion.

Qualified individuals with disabilities and those from diverse background are strongly encouraged to apply. We provide reasonable accommodation of qualified individuals.