TRIO Educational Talent Search (ETS) – Graduate Assistant Position

Job Description:

Educational Talent Search (ETS) is a pre-college program designed to support both first generation and income-eligible students within the Lincoln Public Schools District. Thus, this educational program strives to engage and empower these students to pursue educational opportunities beyond high school. Said engagement is largely facilitated through holistic and developmentally appropriate programming. One critical component of this is providing students with experiential opportunities related to the field of STEM.

This position is designed to both help support and facilitate this educational component of the grant. The ETS Graduate Assistant responsibilities include, but are not limited to, developing STEM-focused programming curriculum for both the academic year and summer. This means coordinating departmental visits, creating engaging lesson plans, and overseeing research projects related to coding and robotics.

In addition to these STEM-related responsibilities, the Graduate Assistant is encouraged to take an active role in supporting the program both in and outside the office. These tasks may include standard office work (e.g., data entry, event coordination, customer service), as well as other tasks assigned by the professional staff. Ultimately, the person selected for this role will be considered a valued member of the ETS Team and will play an integral role in carrying out the mission objectives of the Office of TRIO.

Primary Responsibilities:

1. Create middle school and high school appropriate curriculum related to the topics of coding and robotics. Said curriculum will be implemented in after-school clubs, as well as during ETS's Middle School Summer Program (MSSP).

2. Routinely facilitate after-school programming events that allow for students to obtain experiential education related to coding and robotics.

3. Develop a familiarity with ETS's STEM resources (e.g., *Sphero, VEX Robotics, 3D Printers*) to positively reinforce the educational opportunities of ETS students.

4. Collaborate with campus partners to facilitate or deliver programming related to STEM education fields. Subsequently, this means developing long-standing professional partnerships for the Office of TRIO.

5. Directly assist office staff in completing clerical work related to data entry, database management, and grant reporting. Additionally, support professional staff members in their maintenance of their scholar's student success plans.

6. Actively work with the Project Director in conducting and evaluating feedback regarding grant practices and other programming efforts.

7. Occasionally host individualized meetings with students to go over their progress in the program—as well as their progress towards post-secondary education.

Qualifications:

1. Applicants must be able to professionally operate in both an educational and office environment.

2. Applicants must be equipped to work with a diverse population of both middle and high school students.

3. Applicants should demonstrate strong proficiency when it comes to working with resources related to coding, robotics, and tech literacy.

4. Applicants should be comfortable working a flexible schedule that occasionally includes participating in evening or weekend programming events.

5. Additional preference will also be given to applicants with a strong familiarity with software such as Microsoft Office.

If Interested:

Please reach out to Zachary Short via email (zshort2@unl.edu) with the subject line being titled, "ETS GA – Grad Applicant". Please include a copy of your resume along with proof of enrollment.

Questions:

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