



Position Title: UMBC Graduate Student

Purpose: UMBC Graduate Students support the implementation of the Enhancing Science and Technology Education and Exploration Mentoring (ESTEEM) program. ESTEEM's goal is to develop a youth-based program model that can be effectively transferred to any high school and that will encourage the full participation of students, and particularly girls, in all aspects of information technology.

Location: Selected Anne Arundel and Baltimore County Public Middle Schools and UMBC (Transportation is not provided)

Key Responsibilities:

The UMBC Graduate Student:

1. Actively participates and works collaboratively as a member of the ESTEEM team
2. Coordinates roles and tasks between the classroom consultants, CWIT Fellows, and role models
3. Ensures CWIT Fellows stay on task and are involved with the participants in all lessons
4. Assists in creating and maintain student records
5. Creates and distributes the ESTEEM newsletter
6. Supervises ESTEEM students in the classroom
7. Prepares materials for ESTEEM sessions
8. Collects, evaluates, learns, customizes, and implements supplementary material for ESTEEM curriculum
9. Assists in teaching or teaches ESTEEM curriculum
10. Provides leadership in curriculum revision and development with classroom consultant and UMBC Management Team
11. Serves as a role model for ESTEEM participants
12. Serves as a chaperone on field trips
13. Conducts all in-class evaluations at the end of each session and the end of each program period with both classroom consultants and students
14. Provides feedback to UMBC Management Team for program revision or revises program under the direction of the UMBC Management Team
15. Works as a problem solver on the team to anticipate and address problems that arise with the program in partnership with the classroom consultants and UMBC Management Team
16. Provides support to CWIT Staff as needed
17. Completes other duties as assigned

Reports to: CWIT's Director of K-12 Programs

Length of Appointment: The UMBC Graduate Student will serve for the Fall 2005 semester. The graduate student is eligible to continue for the Spring 2006 and Summer 2006 sessions with approval from the Director of K-12 Programs.

Time Commitment: The UMBC Graduate Student position requires 20 hours/week, including one Saturday per month 3-4 hours). UMBC Graduate Students must be available Tuesdays, Wednesdays, and/or Thursdays from 2:00 p.m. – 6:00 p.m. In addition, each UMBC Graduate Student must attend an orientation/training session (date: to be determined).

Qualifications: Eligible candidates for the UMBC Graduate Student position include UMBC graduate students majoring in science, technology, engineering, and/or mathematics (STEM) or STEM-related majors, including education and psychology. Candidates should have at least a 3.0 grade point average and must pass a criminal history background and fingerprint check.

Support Provided: Training for this position will be provided at the orientation/training session. In addition, the Director of K-12 Programs is available on an ongoing basis to answer questions and provide other assistance as needed.

Compensation: The UMBC Graduate Student receives a bi-weekly stipend of \$504.00, tuition remission for up to 9 credit hours, and UMBC health insurance.

