Science, Technology, Engineering and Math (STEM)

STEM Ambassador Position Announcement

Title: **WVU STEM (Science, Technology, Engineering and Math) Ambassador**

Open: Applications are due May 4, 2012. Announcement is effective until positions are filled.

Type of Position: Salary $2500 stipend for full project ($100 day for 25 days of work on the project). Room and board provided while on assignment.

Time Required: May 29, 2012 to August 19, 2012 (or a portion thereof). Some weekends and overnight stays will be required. Full assignment schedules will be determined based on need and availability.

Location: Various locations throughout the State of West Virginia; location to change weekly for duration of assignment.

General Purpose: WVU Stem Ambassadors will travel throughout the state during the time frame of May 29, 2012 to August 19, 2012. Stem Ambassadors will deliver pre-arranged STEM curriculum at county 4-H day and residential camps, and summer youth program sites. Counties will be assigned by the STEM supervisor. Ambassadors will also do programs at one to three State 4-H Camps, located at Jackson's Mill in Jane Lew, WV. STEM Ambassadors will represent their sponsoring college and perform STEM activities during the West Virginia State Fair in Lewisburg, WV and at State 4-H Days on the WVU campus in Morgantown. STEM Ambassadors will be available for supporting WVU and sponsoring college activities throughout the summer months. Ambassadors will have the opportunity to work up to 25 days during the May 29 through August 19, 2012 timeframe.

Responsibilities:

Working under the direction of the supervising Extension Faculty member, the STEM Ambassador will:

1. Lead organized STEM educational classes and activities, including (but not limited to):
    - Deliver STEM curriculum Courses
    - Offer STEM activities throughout the day
    - Assist Camp Director and camp staff (in camp settings)
    - Camper Counseling and/or youth supervision duties (in camp settings)
    - Other activities and classes within the instructor's training and expertise
    - Provide information about their major, their college and WVU to youth participants
2. Participate in STEM Ambassador Training May 29-June 2. This is a mandatory training held at WVU Jackson's Mill.
3. Maintain effective communications with STEM supervisor, and WVU College Liaisons.
4. Follow all guidelines and policies of the West Virginia University Extension Service, and WVU College Liaisons.
5. Exercise mature, professional judgment in assuming responsibility for and working with youth.
6. Prepare and submit reports and conduct evaluations as requested by the Supervisor.
7. Arrive at assigned site and conduct needed activities on a timely basis.
8. Each Ambassador will be evaluated by their Supervisor.

Qualifications:

Individuals serving as 4-H STEM Ambassadors must have:

- A high school diploma or equivalent with at least one year of college (30 credit hours)from a sponsoring college. Graduate students are encouraged to apply.
- Eligible college majors are in the Eberly College of Arts and Sciences are: Biology, Chemistry, Physics, Geology, Mathematics, Forensic Biology and Forensic Chemistry and Toxicology and in the Benjamin M. Statler College of Engineering are: Aerospace Engineering, Biometric Systems, Chemical Engineering, Civil and Environmental Engineering,

Computer Science, Computer Engineering, Electrical Engineering, Industrial Engineering, Mining Engineering, Mechanical Engineering, and Petroleum Engineering

- The ability to be energetic, enthusiastic, quick-thinking, flexible, diplomatic and prompt;
- The ability to teach and motivate youth while nurturing positive self esteem, decision-making skills, responsibility and leadership in youth;
- A sincere commitment to cooperating with others to further the educational purposes of the of the STEM curriculum
- Provide own transportation (mileage at the State approved rate will be reimbursed)
- Ability to pass criminal background check.

Essential Functions:

Ability to deliver curriculum on a variety of STEM topics;

Ability to communicate in written and verbal forms and work with youth and adult participants of differing age and skill levels; provide necessary instructions to youth;

Ability to observe youth behavior, assess its appropriateness, enforce appropriate safety regulations and policies and emergency procedures and apply appropriate behavior management techniques; Visual and auditory abilities to identify and respond to environmental and other hazards related to activities; Ability to assist youth in emergencies (fire, evacuation, illness, injury); Possess physical strength and endurance required to maintain constant supervision of youth and perform other assigned duties.

Questions about the STEM Ambassador Positions?

For information about the content of the program or the work to be performed, contact: John Kessell, at (304) 293-7108, or via email at john.kessell@mail.wvu.edu

For information about the hiring process, contact Kim Suder at 304/293-8613 or via email at KESuder@mail.wvu.edu

For information about submitting your application materials, contact Joyce Clark at 304/293-2695 or via email at JDClark@mail.wvu.edu

STEM Ambassador Application Form

Directions: A complete application consists of (1) a completed application form, and (2) a current Résumé. (3) provide the names and contact information of three references, one of whom is a faculty member in your college (4) write a one to two page double spaced essay in Word format answering the questions "Why do you want to be a WVU STEM Ambassador" and "What do you believe your strengths and weaknesses are in regards to being a successful STEM Ambassador for West Virginia University and your college"

Return the application form, names of three references, résumé and essay:

Drop off STEM Ambassador application materials to Joyce Clark in 617 Knapp Hall on the WVU Downtown Campus or mail to:

WVU Extension Human Resources Office
PO Box 6031, Morgantown WV 26506-6031
Attn: STEM Application

Or email to JDClark@mail.wvu.edu with the words "STEM Application" in the subject line

Please check your application. Incomplete applications cannot be considered. (Keep a copy for your files.)

- ✓ ***Applications received by May 4, 2012 will be given first priority. Applications received after that date will only be considered if any available positions still exist.***
- ✓ E-mail notification will be sent upon receipt of application materials.
- ✓ Screening and interviewing are conducted at the state level.
- ✓ Interviews will be conducted and selections announced during the week of May 7th 2012.

Certification and Release Statement:

By submitting this application, I certify that the information provided is complete, accurate, and true to the best of my knowledge. I understand that any falsified or omitted information may be grounds for rejection of this application or termination of subsequent service in the program. I authorize West Virginia University Extension Service and/or its representatives to make reference checks using the names provided on this application and hereby release West Virginia University Extension Service and its representatives from any and all liability of every nature and kind arising out of any such reference check or other such investigation conducted pursuant hereto. **I understand any offer is contingent upon successful completion of a background check.**

Applicant Information

Full Legal Name:

Preferred or Nickname:

Home Mailing Address:

Home Phone:

Cell Phone:

E-mail address:

Home County: Are you at least 18 years of age? ☐yes ☐ no

Year of High School Graduation:

Mailing Address at College:

Summer Mailing Address if different from address above:

Your Availability to Work

Indicate the weeks **you anticipate being available** to work this summer (Note: We anticipate the highest demand for Camp Instructors will be *June 10th to 30th*, and *the weeks of July 8th and July 15th*. In addition, STEM Ambassador training will be held at Jackson's Mill *May 29th to June 2nd*. STEM Ambassador training will be mandatory. *Your availability to work during the times of highest need will be considered when hiring decisions are made.*)

Check the box to the left of each week you* would *be available to work

- ☐ May 29-June 2
- ☐ June 3-June 9
- ☐ June 10-June 16
- ☐ June 17-June 23
- ☐ June 24-June 30
- ☐ July 1-July 7
- ☐ July 8-July 14
- ☐ July 15-July 21
- ☐ July 22-July 28
- ☐ July 29-August 4
- ☐ August 5-August 11
- ☐ August 12-August 19

Complete the following:

Applicant Name:

Education to date:

Youth Organization Experience

Were/are you a member of a youth organization? ☐ yes ☐ no

Which organization?

How many years?

Provide some information about your experience in youth organizations, including highlights of leadership or instructor roles you have held.

Page 4: Applicant Name_____

Other Leadership Experience

List other leadership roles you have held with youth or peers (school, community, etc.)

Teaching Experience

List any experience you have with teaching others any type of subject matter or any type of work you have done training others or working with their development of skills

I. Please provide three references (not related to you) who have worked with you in some capacity within the past three years. *One of these should be a faculty member in your college.* ***Provide complete mailing and phone information on each reference.***

1. Faculty Member Name:

Mailing Address:

Daytime Phone: Evening Phone:

E-mail:

2. Name:

Mailing Address:

Daytime Phone: Evening Phone:

E-mail:

Relationship to you:

3. Name:

Mailing Address:

Daytime Phone: Evening Phone:

E-mail:

Relationship to you:

II. Have you been convicted of or pleaded guilty/no contest to any criminal offense, felony, or misdemeanor, including DUI or worthless checks? *(Do not include minor traffic violations like speeding.)*

☐ Yes ☐ No

If yes, provide the following:

Date(s):

Place(s):

Charge(s):

Note: A criminal background check is required by WVU Extension Service and will be conducted on individuals recommended for service. Existence of a criminal conviction may or may not, depending on the circumstances, disqualify you from consideration. The criminal record policy requires applicants to answer questions truthfully.* ***Any false statements will make you ineligible for service.*

Remember to complete your application by including your résumé and essay answering the questions "Why do you want to be a WVU STEM Ambassador" and "What do you believe your strengths and weaknesses are in regards to being a successful STEM Ambassador for West Virginia University and your college" Essays should be two pages double spaced and in Word format. Application deadline is May 4, 2012 or until all positions are filled.

STEM Ambassador Applicant Self-Identification Form

Optional Information

The information in this section is used for federal reporting purposes only. Answering the questions is voluntary and will not affect your application. This page will be removed before your application is given to anyone in determining your eligibility for employment. Original will be sent to WVU Human Resources Office.

Name:

Gender ☐ Male ☐ Female

How did you hear about the STEM Ambassador Program?

☐ Received an application in the mail – *When?*

☐ WVU Faculty Member?

☐ 4-H Extension Camp Instructor – *Who?*

☐ Friend/Relative – *Who?*

☐ County WVU Extension Agent – *Where?*

☐ WVU Extension Service 4-H Volunteer – *Who?*

☐ College Financial Aid Office – *Name of School?*

☐ College Career Services Office – *Name of School?*

☐ Service Learning Office – *Name of School?*

☐ Newspaper – *Name?*

☐ Internet:

☐ Other – *Please Specify*

Race/Ethnic Category

☐ **White** (All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.)

☐ **Black** (All persons having origins in any of the black racial groups.)

☐ **Hispanic** (All persons of Mexican, Puerto Rican, Cuban, Central or South American, or Spanish culture or origin, regardless of race.)

☐ **Asian/Pacific Islander** (All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

☐ **American Indian/Alaskan Native** (All persons having origin in any of the original people of North America, and who maintain cultural identification through tribal affiliation or community recognition.

☐ **I do not wish to self-identify.**

Programs and activities offered by the West Virginia University Extension Service are available to all persons without regard to race, color, sex, disability, religion, veteran status, political beliefs, sexual orientation, national origin and marital or family status. Issued in furtherance of Cooperative Extension work. Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture, Director, Cooperative Extension Service, West Virginia University. West Virginia University is governed by the Board of Trustees of the University System of West Virginia.