

STEM COMMUNICATION ASSISTANT

Science Programs at Juvenile Justice Facilities

TIME COMMITMENT: 5 hours/week minimum; 8 hours/week maximum

COMPENSATION: \$9.00/hour

TIMELINE: Start date flexible; mid-February preferred

End date flexible; late April – early May preferred

WORK SCHEDULE: Between 8 am – 5 pm, Monday - Friday

ABOUT THE JUVENILE JUSTICE SCIENCE PROGRAM

Our program connects STEM scientists from the University of Utah to youth (ages 12 – 18) at local juvenile justice facilities across the Salt Lake Valley. Our goal is to provide students exposure to a variety of science topics while sparking their curiosity in STEM, which may ultimately lead them to pursue a STEM degree or career.

INTERNSHIP DESCRIPTION

The Science Communication Assistant responsibilities include:

1. Gather information and draft materials on various science topics for weekly or bi-monthly science lectures at juvenile justice facilities.
This could include:
 - i. Reading materials or activities for students to use once the program is over
 - ii. Opportunities for students to explore additional resources online
 - iii. Materials teachers could incorporate into future lesson plans in class
2. Assist with development and maintenance of the Juvenile Justice Science Program website.
 - i. Uploading relevant content
 - ii. Making the website a useful tool for educators and students
 - iii. Creating awareness of our program around the UU campus, Salt Lake City, and Utah
3. Prepare event flyers to advertise science program at juvenile justice facilities.
4. Assist with database management of program evaluation and attendance.
5. Maintain a database video footage and photographs.
6. Assist with the set-up and tear-down of video interviews with scientists.
**Knowledge of video editing and production is a plus!*
7. Provide input and support when scientists are crafting their lecture for students.
8. Help with other projects and activities to support this program as needed.

DESIRED SKILLS

- An interest in education and science
- Strong writing and communication skills
- Ability to work independently on assigned projects
- Ability to work collaboratively with program staff, educators, and youth
- Proficient in Microsoft Office Suite; knowledge of Adobe design products and video editing would be great!

HOW TO APPLY

Send resume with brief cover letter stating your interest in this position to Natalie Toth, STEM Program Manager for Youth in Custody: natalie.toth@utah.edu Do not hesitate to contact her with any questions you have regarding this position.

Deadline to apply is Friday, February 10 at 5:00 pm MST.