



## **SPECIAL ASSIGNMENT POSITION DESCRIPTION**

### **Hartnell Research Scholar Faculty Mentor: up to 6**

**DESCRIPTION OF PROJECT, WORK, AND/OR SERVICE REQUESTED:** For the summer of 2023, Mentors will work with (1+) student interns to participate in a discipline-related research project. They will mentor students to develop research project, give feedback on collected research, assist in troubleshooting, and help scholars incorporate their internship work into abstracts and relevant final projects (posters, papers, etc.). Mentors will be supported by and participate in a community of practice focused on effective mentoring and completion of program processes.

**REPORTS TO:** Belen Gonzales, Director CTE-Workforce Development

#### **SAMPLE DUTIES AND RESPONSIBILITIES:**

- ◇ Guide student research scholars in setting up and/or supporting research project.
- ◇ Frequent check-ins with scholars, at least weekly.
- ◇ Participate in all Community of Practice meetings and events.
- ◇ Scaffold students through skill development toward final project completion.

#### **DELIVERABLES EXPECTED:**

- ◇ Weekly reports to Community of Practice.
- ◇ Weekly meetings with scholars.
- ◇ Abstract and poster (or remote equivalent) workshops in Canvas.

#### **DESIRED QUALIFICATIONS AND KNOWLEDGE:**

- ◇ Experience doing research in your discipline.
- ◇ Ability to define a summer research project with achievable final project.
- ◇ Interest in working with student interns.

#### **TERMS OF APPOINTMENT:**

- ◇ The assignment will be at least 6 weeks long from May 30 – July 27, 2023.
- ◇ Time commitment is expected to be at least 30-60 hours total.
- ◇ Compensation will be a stipend of \$2,200, paid at the end of the assignment.
- ◇ Monthly time and effort reports are required to be submitted to and discussed with the supervisor.

#### **APPLICATION PROCEDURES:**

1. Submit a proposal for the Hartnell Research Scholar Project (see outline below), as well as your qualifications for assignment. (Max. 1 pg).
2. Submit to HR via email to [work@hartnell.edu](mailto:work@hartnell.edu).
3. Deadline for submission **extended to Friday, May 19, 2023, at 12:00 pm.**

**Proposal Process:** The proposals will be reviewed competitively by a committee of faculty and staff and must include:

- ◇ Description of the research project and preferred number of students in the project
- ◇ A clear explanation of the time commitment for students (e.g., 20 hrs/week at 4 hrs/day, 6 weeks, May 30-July 11)
- ◇ A list of outcomes for the student's learning
- ◇ Activities that you plan to include for the intellectual and professional development of the student participants
- ◇ Description of final product
- ◇ Description of faculty role in the project
- ◇ Any required supplies, with estimated costs (budget is very limited for this summer)