

**K-12 STEM Program Support Ambassadors
(10 -20-hrs/week, Aug-Dec/Jan-July)
\$14 - \$19 per hour**

JOB CLASSIFICATION: Student Worker III

JOB TITLE: K-12 STEM Program Support Ambassadors

DEPARTMENT: K-12 STEM/NASA-

OPEN UNTIL FILLED; PRIORITY FILING

DEADLINE:

REPRESENTATIVE DUTIES:

- Provides assistance and information to students, parents, school staff, and the community regarding specific student programs, program goals, eligibility criteria, activities, and support services after being trained on effective customer service practices.
- Works effectively with K-12 STEM staff, school staff, and teachers during the programs assigned to a school to assure successful operation of the program including family cafe'.
- Provides materials for teacher/classroom use including guides, supplies, and equipment as well as assists teachers with their hands-on lessons to better support student groups.
- Works with the team to maintain an accurate supply inventory.
- Supports and attends teacher training in the preparation program.
- Uses good judgment in recognizing the scope of authority as delegated.
- Communicates effectively in both oral and written form using the appropriate and correct English spelling, grammar, and punctuation.
- Demonstrates an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students, parents, and staff attending or working on programs.
- Performs related duties as assigned such as data entry, phone calls, etc.

Defining Characteristics: Typical Assignments:

- Requires a moderate degree of subject knowledge and/or experience in the area assigned.
- Works under limited supervision
- Tasks performed require a moderate degree of creativity and/or taking increased responsibility.
- Tasks may vary in degree of complexity and supervision.
- Tasks performed require a moderate degree of independent judgment and/or decision making.
- Possesses technical skills/proficiency necessary to work largely independently
- Must be able to apply rules and regulations with some guidance.

KNOWLEDGE AND ABILITIES:

An individual must be able to execute each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and/or abilities required to perform successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONDITIONS OF EMPLOYMENT:

- Be a currently enrolled Hartnell student (for employment between semesters, the student must have been an eligible student employee during the previous semester)
- Must be enrolled in a minimum of 6 units Fall/Spring semester; 4 units for the Summer semester
- Maintain a 2.0 GPA (cumulative & semester)
- Must work Saturdays and/or Tuesday and Wednesday afternoons.
- Ability to get to the assigned school site on time.
- Fingerprinting and TB will be required at the start of employment.

STUDENT WORKER HOURLY RATES:

https://www.hartnell.edu/hr/stu_sal_2020.pdf

APPLICATION PROCEDURE:

The following item must be completed by the filing date.

- A completed Hartnell College Application for Student Employment on Campus form.
- Resume
- Copy of Summer 2021 or Fall 2021 semester schedule

https://www.hartnell.edu/sites/default/files/u196/student_employment_application_new_16-17_-_updated_12_17.pdf

Submit the completed Student Employment Application to Julie Stephens-Carrillo, Director of K-12 STEM, Alisal Campus

jstephenscarrillo@hartnell.edu and Lesanchez@hartnell.edu