



Responsible To: STEM PreK-12 Education Content Manager

Task Description:

The STEM Education Assistant will be instrumental in helping to create, design, and organize a categorical library of our educational curriculum by sorting through our array of lesson plans, hands-on activities, and demonstrations to identify usable content that aligns with our needs for STEM events, competitions, camps, classes, and programs.

Responsibilities:

- Review current and past curriculum to verify content and usability based on criteria provided.
- Sort and label files based on usability and other specifications as identified.
- Work with STEM Education team to utilize various lessons and activities that can support student learning through our programming.
- Other related duties as assigned.

Skills Required:

- Strong communication skills
- Ability to work independently
- Strong organizational skills

Skills to be Learned:

- Success in this internship will result in learning skills involved in content creation
- Skills will be developed in communications about educational programming.
- Skills will be developed for working across teams of educational and marketing staff.

Parameters:

- Files will be made available through Dropbox and/or Google Docs which need to be viewed, evaluated for use in STEM Education based on criteria set forth, and then labeled by specifications provided.
- This role is not responsible for leading STEM programs.

Training Methods:

- [Required internship orientation session](#)
- On the job training with STEM Education

Remote Supervision:

- Weekly, then bi-weekly calls with supervisor will be scheduled to discuss and assess appropriate work and pace.
- This role is designed to be primarily remote, though there is a possibility a visit to the CSC campus may be requested

Time Frame:

- 120 hours minimum during the semester
- ~~6~~-At least 10 hours per week over course of semester

Equipment:

- Intern will need to have a computer with internet access
- Intern needs to have Dropbox installed for purposes of transferring large files and a gmail account to access Google Docs
- Intern will need to participate in Zoom meetings.

Clearances

- Upon acceptance into the program, all interns are required to provide and pay for background checks and clearances. Act 33 and 34 Clearances are free for interns.
- Interns who have lived in Pennsylvania for at least 10 years must have their Child Abuse History Clearance (Act 33) and Criminal Record Check Clearance (Act 34).

Commented [GK1]: KG edited this to "at least 10 hours/week" a minimum of 6 hours/week equals 20 weeks of internship, which is longer than the summer/semester



**Carnegie Science Center
Internship Program
*STEM Education Curriculum Assistant***

- Interns who have lived in Pennsylvania for less than 10 years must have their Child Abuse History Clearance (Act 33) and Criminal Record Check Clearance (Act 34) plus an FBI Fingerprint Clearance (Act 114).

To Apply: Send a letter of intent, resume, a letter of reference from either an academic advisor or professor, to:

Internship Program
Carnegie Science Center
One Allegheny Avenue
Pittsburgh, PA 15212

- OR -

VolunteerPrograms@CarnegieScienceCenter.Org