

**Responsible To:** Director of Student Engagement & STEM Information Coordinator

**Task Description:** Carnegie Science Center is seeking an individual to work with the Supervisor in researching and populating content for STEMisphere.com. STEMisphere is an online repository of STEM resources for pre-K through grade 12 students, parents, and educators in the PA region, and powers STEM Resource Centers in five other regions across the US. This role may also include creating content for social media components.

**Responsibilities:**

- Research and populate STEMisphere.com with specific resources via the internet and email
- Actively seek out new resource contributors
- Contribute to social media campaign (Facebook, Twitter, and other social media venues)
- Help with other duties as assigned

**Skills Required:**

- Strong computer skills in research
- Proficiency with Microsoft Office products
- Ability to work independently
- Exceptional verbal and written communication skills
- Excellent organizational skills

**Skills to be Learned:**

- Professional development
- Working with proprietary content management system in a team environment

**Parameters:**

- This position may be done by tele-commuting but will include regular scheduled in-person check-ins at Carnegie Science Center with the supervisor.
- Flexible schedule

**Training Methods:**

- Required internship orientation session
- One-on-one review of process and resource criteria with Supervisor

**Time Frame:**

- 120 hours minimum during the semester

**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).
- 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