

Responsible To: STEM Events Internal Coordinator

Task Description: The Center for STEM Education and Career Development manages several special events throughout the year that focus on science, technology, engineering, and careers. Be a part of the planning, execution and assessment of SciTech Days, SciYinz Squad Competitions, and the Pittsburgh Regional Science and Engineering Fair.

Responsibilities:

- Assist with the set-up, execution, and tear-down of large-scale STEM events.
- Work with CEAC (Collaborative for Evaluation and Assessment Capacity) evaluation to develop evaluation instruments.
- Work with internal Science Center departments to develop new and engaging methods of evaluation to gather data from participants through interactive experiences. Lead an evaluation station or train another staff member to execute the evaluation process.

Skills Required:

- Goal oriented—work on a project through to completion
- Customer service – can-do attitude and welcoming presence
- Team member—work in a team atmosphere to complete a project
- Excellent verbal and written communication skills
- Organizational skills
- Creative thinking—envision and develop a project
- Computer experience—Microsoft Office, database updates

Skills to be Learned:

- Be involved in the planning and implementation of large events
- Work with the STEM Events Internal Coordinator and STEM Programs Manager
- Learn evaluation and assessment strategies and skills

Parameters:

- Some work may be done remotely; other work may be done onsite

Training Methods:

- Required internship orientation session
- On the job training by STEM Education staff

Time Frame:

- 10 – 20 hours per week over course of semester
- Minimum of 120 hours total by end of internship 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 PA 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