

Position Description

POSITION PROFILE

Position Title: GO-STEM Mobile Maker Lab Student Worker

EOU Department/College: Education, GO STEM

EOU Supervisor Title: Kyle Peterson Koyle, Mobile Maker Lab Lead Program Manager

Typical Job Duration:

Job Level: Level 3, \$14.20

Type of Schedule/Typical Hours:

Typical Number of Hours Per Week:

POSITION INFORMATION

Student Position Description Summary:

The GO STEM Mobile Maker Lab is a K-12 outreach program that serves 7 counties in Eastern Oregon and is based out of EOU. This academic year marks the launch of the in-school programming which consists of traveling to schools and conducting STEM related activities. Already, there has been high demand for our program leading us to open this position. We are searching for an organized and reliable student worker that is interested in STEM education and outreach that will work within our EOU office location. The student worker does not need to have any high-level experience with STEM education or lab activities, but is expected to learn about the activities that we have created and understand the basic concepts. Because this program is centered on traveling to schools across Eastern Oregon, the duties will mostly involve helping to pack and unpack totes of our supplies, loading these totes into vehicles (low level of strength required), creating inventory lists, communicating with us on items that may

need to be reordered, cleaning our work areas, and organizing materials. However, additional tasks include helping us test out newly created STEM activities, sending thank you notes to the teachers we have worked with, and providing support with creating contact lists. This is a dynamic role that may have you doing something a little different every day. In terms of support, you will have two GO STEM members to offer guidance and help with completing assigned tasks. Again, we are not looking for someone with the most STEM related experience or knowledge, but the drive to help this program operate smoothly. This position will match well with individuals that enjoy creative projects, sorting/organizing, researching, and problem solving.

Job Duties/Responsibilities/Essential Functions:

Highest frequency and essential tasks:

- Unpacking and packing travel totes with the materials needed for the STEM activities. After each trip, we sort through the materials to determine what supplies need to be restocked. When supplies are running low, we have to reorder about a week in advance. Because we are traveling to rural areas that do not have large stores, we have to be diligent when packing because we will not be able to buy things at the last minute.
- As we design and create new STEM activities, new inventory lists will need to be written. This will require skills in organizing and creating spreadsheets. These sheets will be necessary to make sure all supplies are being packed and a high performance is expected.
- As materials are used by students, they can become dirty or broken. We clean and fix items to the best of our ability. This is a way for our program to save money and is an important task.
- After we visit a school, we send each teacher that we partnered with a thank you note, water bottle and link to take a performance survey. This task requires familiarity with Google Sheets and record keeping. We visit 1-2 schools per week so this task is frequent and can build up if not maintained.

Medium frequency:

- In our spare time, we create new STEM labs to offer and we would like to involve the student worker in testing these labs and providing feedback. Because this task is only possible when we have free

time from scheduling and traveling to visits, it is less frequent. This is why we are interested in a student worker that enjoys learning about new STEM topics.

- About once a month, we pack “swag bags” which are bags that contain items with our branding (pencils, stickers, bracelets, water bottles, etc.) that we will give to each class that we teach at. This would be done in bulk and be able to last for a few weeks. Therefore, this task is less frequent. This task would require counting items and making sure all bags are fully packed.
- Occasionally, you may have to travel to an off-campus storage unit where we keep a majority of our supplies.
Low frequency:
- With developing new labs and ensuring the topics are relevant to Eastern Oregon, we do have to conduct some research by collecting numbers on job opportunities and growth. We may assign research-related tasks where data found would be recorded into a spreadsheet to help us prioritize topics. This task would require the ability to research topics independently and accurately record the wanted data.
- Sometimes, we get stuck on ideas and would like to ask for help with brainstorming solutions. We are looking for someone that enjoys creative problem solving and discussing ideas with a group.

HIRING CRITERIA

Minimum Qualifications:

- The minimum qualifications for this position include current or following term undergraduate enrollment of at least 6 credits/graduate enrollment of 9 credits
- Must be in good academic standing (2.0 or higher)
- Pass a background check prior to employment offer.

Preferred Qualifications:

- There are no specific qualifications for this position related to education level or coursework.
- Some experience with customer service and record keeping would give the applicant a higher level of success in this position.

Desired Knowledge, Skills & Abilities:

- Strong organizational skills and the ability to manage multiple tasks efficiently.
- Good communication skills, capable of interacting positively with young students and educators.
- Interest and basic knowledge in STEM fields, with enthusiasm to learn more about educational outreach.
- Ability to work effectively in dynamic and sometimes noisy environments, maintaining a positive and professional demeanor.

STUDENT LEARNING OUTCOMES

As a result of completing this internship, the student will:

Academic Learning Outcomes:

- Apply theoretical knowledge from STEM courses to practical, educational activities, enhancing understanding of subject matter.

Industry Learning Outcomes:

- Gain experience in educational outreach and community engagement, learning how to effectively communicate and teach STEM concepts.

Career-Readiness Learning Outcomes:

- Develop skills in project management, teamwork, and public speaking, preparing for careers in education, outreach, or any field requiring strong organizational and interpersonal abilities.

PROFESSIONAL DEVELOPMENT & TRAINING

Professional Development & Training

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

LEARNING ASSESSMENT & PERFORMANCE EVALUATION

Eastern Oregon University is an EEO Employer and welcomes application from women, members of historically underrepresented minority groups, US Veterans, and persona with disabilities. EOU is committed to providing equal opportunity in its recruitment, admissions, educational programs, activities and employment without illegal discrimination on the basis of age, color, disability, national origin, race, marital status, religion, sex, sexual orientation, gender identity, gender expression or any status as protected by state or federal law.

Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework