St. Elmo Brady S.T.E.M. Academy- Job Announcement

St. Elmo Brady S.T.E.M. Academy (SEBA), named after St. Elmo Brady, the first African American to earn a Ph.D. in chemistry was created to expose underrepresented 4th and 5th grade boys to S.T.E.M. using an innovative approach. First, participants engage in hands-on S.T.E.M. experiments and inquiry based learning modules. Next, participants learn about S.T.E.M. pioneers and inventors through weekly videos and exploration activities. They also interact with University of Illinois graduate and undergraduate students, faculty and staff to complete experiments. Last, fathers, male relatives and/or mentors attend session and conduct experiments alongside participants. The strength of SEBA is early exposure to S.T.E.M., positive role models and STEM mentoring. For more information visit our website: https://chbe.illinois.edu/outreach/brady-stem-academy

We will be hiring program coordinators and program assistants for spring 2016 semester (see position descriptions below). Potential employees must be available on Tuesdays and Thursdays from 3:00-4:30 p.m. and on Saturdays from 10 a.m. until noon. For more information contact Mr. Ricky Greer at rgreer@illinois.edu or apply online at … https://illinois.edu/fb/sec/9667972

Program Coordinator Description

Skills/experience

- Minimum of 2 years experience working with children in the classroom setting
- Proficient in classroom management strategies
- Minimum of 2 years experience leading teams
- Ability to communicate effectively both orally and in writing
- Strong problem solving, prioritizing and multi-tasking skills
- Well organized and self-motivated
- Ability to maintain strict confidentiality
- Proficient with MS Office, PowerPoint, DropBox and Google Drive

General / Administrative Support

- Recruit program collaborators, mentors and volunteers
- Provide administrative support to the Executive Directors and other lead staff as needed
- Carry out daily routines such as taking pictures of daily activities, copying, and filing
- Lead a team of 3-4 to achieve program goals
- Plan field trips and special events
- Maintain attendance, application, family files and supply inventory

Candidates should have the following attributes:

- Enjoy working with children
- Dependable
- Energetic, creative, flexible and open-minded
- Ability to work both independently and collaboratively
- Detail-oriented
- Excellent interpersonal skills
- Passion for learning and knowledge
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Program Assistant Description

Skills / Experience
- Minimum of 1 year experience working with children in the classroom setting
- Understand classroom management
- Proficient with MS Office, PowerPoint, DropBox and Google Drive
- Ability to communicate effectively both orally and in writing
- Well organized and self-motivated

General / Administrative Support
- Assist with classroom management
- Assist program coordinator with execution of daily activities
- Provide general administrative support to program coordinator with daily attendance, experiment planning, execution of field trips and special events
- Create weekly PowerPoints about scientists of the week
- Take pictures of daily activities

Candidates should have the following attributes:
- Enjoy working with children
- Dependable
- Energetic, creative, flexible and open-minded
- Ability to work both independently and collaboratively
- Detail-oriented
- Excellent interpersonal skills
- Passion for learning and knowledge