

**Caruth Institute for Engineering Education
K-12 STEM Initiatives
Graduate Assistant**

The Caruth Institute for Engineering Education K-12 STEM Initiatives Graduate Assistant will support the Director of K-12 STEM Initiatives by conducting program evaluation and research activities necessary for developing a comprehensive portfolio of the existing initiatives and identifying opportunities for growth.

Job duties would include:

Program Profiles

- Create a comprehensive list of existing research and outreach projects in K-12 STEM in the Caruth Institute. Include information such as goals of the program, target audience/participants, timeline, longevity, funding.
- Review websites and meet with program staff to develop the program profiles.

Program Evaluation

- Determine the existing K-12 STEM initiatives that need to be evaluated
- Support development of program evaluation goals for each K-12 STEM initiative
- Support design of program evaluation of each K-12 STEM initiative
- Support implementation and analysis of data collected from program evaluation activities

Faculty Outreach

- Create monthly electronic newsletter of on-going programs in the K-12 STEM initiatives
- Disseminate monthly newsletter to Faculty, Staff, and Students
- Ensure K-12 STEM website is updated with correct information

Strategic Collaborations

- Assist in recruitment of Lyle Faculty for K-12 STEM outreach activities
- Facilitate collaborations between Lyle and Simmons faculty and staff
- Plan and execute logistics of K-12 STEM outreach events
- Communicate with faculty and students regarding invitations, nominations, and attendance
- Ensure volunteer support is adequate in order to execute the event successfully

Infinity Project

- Organize materials for Infinity Project by creating an inventory of existing materials and a “read me” file to identify the location and content of materials
- Support development of Scope of Work for Market and User analyses of existing Infinity Project
- Support hiring of a consultant to complete the Market and User analyses by processing paperwork, monitoring timelines, and providing comments on content
- Communicate directly with Infinity Project authors to provide updates on progress
- Coordinate meetings with Infinity Project authors, as necessary

Other Duties

- Attend regular meetings with the Director of K-12 STEM Initiatives
- Other duties as assigned

Time Commitment:

Approximately 15-20 Hours/Week. Flexibility regarding school schedules, spring break, etc.

Compensation:

- \$12-15/hour depending on experience

Preferred Qualifications and Essential Skills:

- Ability to handle multiple projects with attention to detail
- Strong written and oral communication skills
- Interest in working with faculty, students, and staff
- Positive attitude and good sense of humor
- Flexibility in working independently and within teams
- Experience in program evaluation and research methods a plus