Position Title: STEP Summer Program Assistant

Supervisor: Kurt Sarsfield, STEP Assistant Director

Overview
The mission of the Cornell Science Technology Entry Program (STEP) is to prepare 7th – 12th grade students who identify as members of historically underrepresented groups or as economically disadvantaged prepare for college and careers in STEM (science, technology, engineering, and math) and the licensed professions. STEP is grant funded by New York State Department of Education.

The Summer Program Assistant is the primary facilitator of the participant experience during the STEP Summer program. This summer STEP will bring 20-40 middle and high school students that qualify as low income and/or identify as historically underrepresented in STEM careers to Cornell University for one week of academic and co-curricular programming, intended to create exploratory experiences in STEM and support their college preparation.

Organization
2-6 Summer Program Assistants will directly supervise STEP middle and high school student participants. Summer Program Assistants are supervised and supported by the STEP Assistant Director, the STEP Program Advisor, and the Pre-College Opportunity Programs Director.

Responsibilities & Expectations
This position is an integral part of the summer program staff. This position requires availability during the STEP Summer Program from July 8th – 12th and the staff training workshop on Monday, July 1st. Serving as a role model for participants, and the front line of all programmatic supervision this position will, but is not limited to:

Overarching Responsibilities
- Create and/or use daily opportunities to promote individual growth of participants
- Provide consistent and effective leadership to middle and high school students through role modeling
- Assure immediate and complete disclosure of participant and staff concerns to STEP Assistant Director and STEP Program Advisor
- Be a participating member of the STEP community, and accessible at all times during scheduled working hours
- Participate in staff training and daily meetings as assigned
- Provide motivation to ensure the STEP Summer Program runs on schedule
- Support staff and student efforts to maintain community balance and connectedness through the daily interactions of student participants

Programming Responsibilities
- Supervise activities and participate as appropriate
- Provide active and engaged supervision to participants during all STEP activities
- Lead community service and/or college visit trips

Policy Enforcement
- Adhere to and enforce all laws, University regulations, Campus Life and STEP policies and rules
- Address issues/infractions with participants immediately as they arise, follow up when necessary & report to STEP Program Advisor
- Educate and support participants in understanding the purpose behind and importance of laws, rules and guidelines
• Provide written documentation of policy infractions and follow up on issues with STEP Program Advisor

Miscellaneous
• Provide teachable moments to participants to grow the STEP culture
• Maintain healthy personal habits in order to best support STEP students
• Other duties assigned as dictated by programmatic, staff, and participant need

Time Commitment
Position will begin Monday, July 1\textsuperscript{st} with the potential opportunity to work between this date and the start of the program in a planning capacity.
STEP Summer Program Assistant Training will take place on Monday, July 1\textsuperscript{st}.
Program with the students begins Monday, July 8\textsuperscript{th} and ends Friday, July 12\textsuperscript{th}. Applicants must have availability between 7:30am – 6pm.

Qualifications
The ideal candidate will have:
• Valid Driver’s License for 3 years (not required)
• Experience working with a diverse student population
• Excellent written and oral communication skills
• Pride in doing their best work, with the determination to see through long days and difficult situations
• Experience with summer programming for middle or high school students
• Ability to handle multiple responsibilities and follow through consistently
• A system of organization that works well for them, and translates effectively to others

Remuneration
$15/hour. Meals are provided during work hours. Must be Federal Work-Study eligible for the summer 2019 employment term.

Application Process
Applications will be accepted and interviews will be done on a rolling basis. Priority deadline for applications is \textbf{February 22\textsuperscript{nd}}.

To apply, please send resume, cover letter, names of 2 references, and detailed answers to the questions below to Kurt Sarsfield at kss226@cornell.edu.

Application Questions
1. What is the most important thing you’d like to see our STEP participants take away from their one-week experience at Cornell?
2. Please provide an example of your personal best leadership experience.
3. How would you benefit from the Summer Program Assistant position with the STEP program?

Questions?
Please contact Kurt Sarsfield via email at kss226@cornell.edu