



## STARBASE Minnesota Program & Organization Summer Internship (combined with professional STEM education experiences)

**This 40-week summer internship** combines program and organizational support to STARBASE in the preparation for and implementation of the summer STARBASE Next Generation Program (Next Gen) with opportunities to develop skills and grow professionally in the field of STEM education. Timeframe: June and July 2018; potential work in August

### **Next Gen program preparation, training and implementation:**

Collaborate with STARBASE Instructor team to aid in the preparation of teaching materials, supplies, technologies and other in order to prepare for and implement the summer program. Learn necessary technologies, i.e. 3D printing, video software, and poster printer to create exciting, visual tools and props that enhance the program. Support the implementation of STARBASE programs with associated tasks defined each day from start of program to graduation. Operate video technology and lighting at weekly graduations.

**Parent relations and engagement:** Serve as a main contact and point person for parents on the first day of each session and throughout summer program, providing information, conducting check-in (with help from military and corporate volunteers), coordinating any necessary security information, tracking attendance, following up on absences and related. Coordinate communications and provide essential information and guidance to parents who serve as volunteers in the classroom, ensuring their placement and understanding of role as classroom assistant.

**Military volunteer relations (one week – corporate) and engagement for Check-in:** Greet check-in volunteers and provide training and support to volunteers during day 1 check-in. Take pictures of volunteers and communicate volunteer hours to STARBASE staff.

**Photography and Videos:** Take "astronaut photos" of students from each class; prepare for graduation video. Take additional photos as needed. Aid in the development of pre-graduation videos and graduation videos as needed.

**Other:** As determined.

### **Qualifications:**

- Prior successful employment in part time and/or temporary capacity.
- Advanced level skills with Microsoft applications (Outlook, Excel, Word, PowerPoint); Adobe Creative Suites skills and other publishing and/or video editing software a plus.
- Excellent verbal, writing, interpersonal skills and customer relations skills essential—Keyboarding minimum 50 wpm
- Excellent time management, prioritization, and organizational skills with ability to work under tight deadlines. Strong attention to detail.
- Self-directed; ability to take initiative; results oriented. Needs limited supervision.
- Ability to treat sensitive/confidential information with appropriate discretion.
- Flexible team player.
- Must have reliable transportation. Occasional lifting may be necessary.
- Work Hours: Must be available to work summers 6:45 start time.

**To apply see:** <http://www.starbasemn.org/about-us-2/employment/>

1. Fill out STARBASE application and submit to STARBASE
2. Follow instructions to submit/upload cover letter and resume
3. Follow instructions to submit/upload letters of recommendation
4. Follow instructions to submit/upload transcripts

**Apply by:  
Feb 23rd, 2018**

**\*Preference given  
to those pursuing  
K-12 teaching  
licensure**