FirstHand STEAM Program and Laboratory Support Fellow

Organization Overview:

A dynamic hub for innovation, entrepreneurship and technology commercialization in the Greater Philadelphia region, the University City Science Center (UCSC) helps entrepreneurs, startups, and growing and established companies as they move their technologies into the marketplace, where they can benefit the region and the world. Founded in 1963, the Science Center offers a steady stream of networking, professional development, and entrepreneurial support programs designed to leverage the rich resources available on our campus and in the region. Graduate organizations and current residents of our business incubator have created more than 15,000 jobs that remain in the Greater Philadelphia region today and contribute more than $9.4 billion to the regional economy annually.

The Science Center also conducts community outreach and education through its FirstHand programs. Adding Art to the STEM subjects of Science, Technology, Engineering and Math, FirstHand delivers project-based learning through career-focused programs and afterschool workshops that empower individuals and convene communities around creative applications of science and technology. The FirstHand program is designed to serve Philadelphia youth (middle and high school students) from under-resourced schools and communities, teachers from these schools, and professionals and families in the surrounding area. By incorporating mentorship-style interactions with real-life scientists working on the UCSC campus, our programs help cultivate a life-long interest and appreciation for the STEM disciplines among local youth, as well as broaden and diversify the STEM career pipeline by enabling students to consider STEM careers as desirable and attainable.

Key roles and responsibilities:

The University City Science Center's FirstHand is looking for a talented, energetic, enthusiastic individual to implement several of our STEAM youth programs. The fellowship position will help coordinate 4-5 programs a week for middle school youth groups that will run during and after school hours. This is a dynamic, hands-on position, requiring the capacities to inspire and manage youth, coordinate program schedules, and help deliver several weekly STEAM-based programs. The Fellow should be comfortable in workshop and laboratory environments and with many different populations.

The Fellow will represent the Science Center in the community – including but not limited to schools, institutions of higher education, teachers & principals, parent organizations, evaluation consultants, and funders-- and work with the Program Manager and Coordinator to develop and maintain relationships and partnerships that advance the Science Center's role in STEAM education and programming.

The Haverford House Fellow has internal contacts with the entire UCSC administrative staff and external contact with scientists, designers, technologists, and the creative community. This position has regular contact with members of the local community and is expected to represent the UCSC in a professional manner. The Haverford House Fellow will report directly to the Program Manager of FirstHandand participate in department activities as necessary.

Essential Functions
- Work with the FirstHand Program Coordinator to plan and implement, and manage data for approximately 12-16 multi-week youth programs and 8-10 Science Center field trips annually.
- Assist FirstHand Program Facilitators with lesson planning and delivery, with the option of eventually leading a class.
- Manage and maintain on-campus learning lab space.

Work with UCSC campus scientists and entrepreneurs to develop mentorship experiences for FirstHand youth programs.

- Manage FirstHand social media pages and write articles for blogs and newsletters, in collaboration with the UCSC Marketing team.
- Develop and organize programs for community event partnerships, e.g. Philadelphia Science Festival.
- Engage with emergent trends in education, design, STEM, social practice, and technology in Philadelphia through a variety of sources to include reading various blogs, magazines, periodicals, books, and by attending conferences, exhibitions, and symposiums as necessary.

Knowledge, Skills and Abilities
- Technologically savvy with knowledge of social media tools, with ability to operate a computer and use a variety of common software programs including Microsoft Office, Adobe CS, and customized databases.
- Experience leading youth programs a plus.
- Skills to operate a variety of lab equipment/ technology, electronics, and audio/visual systems effectively and safely.
- Willingness to learn new technologies (laser cutter, vinyl cutter, Adobe CS, workshop/power tools, mold making) and safely teach students.
- Demonstrates ability to execute daily and special project goals by carefully setting priorities, meeting deadlines, delegating appropriately, and scheduling time efficiently.
- Ability to demonstrate self-initiative and work effectively independently.
- Ability to communicate effectively, verbally and in writing, about arts, science and technology initiatives with the Science Center management team, SC staff, and a wide variety of external stakeholders.