

**CEISMCM Student Programs Program Assistant**

**SECTION I: Education:** High school diploma and at least one year of college.

**SECTION II: Experience:** Prefer the candidates have at least one year experience working or volunteering with students ages K-12. Prefer individuals that are familiar with the Georgia Tech campus.

**SECTION III: Duration:** January 1, 2022 - May 27, 2022, up to 30 hours/week  
May 30, 2022 – July 31, 2022, up to 40 hours/week

**SECTION IV: Duties:** This position will serve CEISMCM's Horizons at Georgia Tech After School program and Summer P.E.A.K.S (Programs for Enrichment and Accelerated Knowledge in STEM). Program Assistant works with in-person programming on the campus of Georgia Tech and various local schools. Applicants must have prior experience working or volunteering with K-12 aged students. Applicants should have leadership experience, experience in providing quality customer service, presenting STEM activities for K-12 grad students and the ability to work with program instructors and CEISMCM staff.

The CEISMCM Program Assistant role will include, but not limited to 1) Working with the Educational Outreach Managers with After School and Summer P.E.A.K.S. program coordination, 2) Providing customer service, 3) Working with instructors/staff on room set up and supply delivery, 4) Assist with program logistics including inventory maintenance, 5) Assist with drop off and pick up 6) coordinating snacks/lunch for each session, 7) fulfilling tasks associated with the day-to-day in-person program operations of after school and summer camps.

The CEISMCM Program Assistant is a valued member of a small team supporting Horizons at Georgia Tech After-School and Summer P.E.A.K.S program. The Program Assistant reports directly to the Educational Outreach Manager. The Program Assistant must welcome positive direction and suggestions, possess a strong work ethic, and be customer service oriented. The program assistant is the direct contact with instructors and CEISMCM staff daily and represents CEISMCM. Activities and decisions are varied in nature, which to some degree requires independent action and judgement in solving common problems. Some physical activities are involved such as walking long distances and lifting heavy boxes for in-person programming.

\*A background check and personal transportation is required for this position.

**Send Resume to:** [roxanne.francis@ceismcm.gatech.edu](mailto:roxanne.francis@ceismcm.gatech.edu)

**Subject Line:** Student Programs Program Assistant