

Seasonal, Part-Time Girls in STEM Intern



Job Summary:

The Museum of Discovery's Girls in STEM (GIS) Initiative gives girls ages 12-14 a free of charge, week-long opportunity to explore science, technology, engineering, and math (STEM) careers. They engage in hands-on activities led by multiple female STEM professionals, encouraging them to continue their STEM studies and even pursue careers in related fields. For the summer of 2025, there will be 8 separate weeks of GIS camps plus two weeks of GIS outreach. The part-time GIS assistant will aid the GIS Coordinator executing the 4 camps in Little Rock in July and may assist with other camps depending on availability. An ideal candidate has experience in working with kids/pre-teens and is capable of handling independent tasks. Interest in STEM fields is a bonus.

Schedule:

Primary responsibilities begin July 7, but the position may begin as early as June 2, depending on availability and need. The part-time assistant is expected to work 20-30 hrs/week July 7-August 1. A valid driver's license, current auto insurance, and reliable personal transportation required.

Department:

Education Department

Reports to:

Girls in STEM Coordinator

Education:

Have completed high school and/or in pursuit of a bachelor's degree.

Workplace Values:

We are looking for applicants who line up with and exemplify our company values:

- *Imagination* – We are dedicated to providing an experience that fosters imagination and ignites passion.
- *Growth* – We are passionate about training our employees and recognizing the uniqueness of everyone.
- *Neighborly* – We strive for positive relationships, where everyone does their part to make them successful.
- *Integrity* – We adhere to the highest moral and ethical standards in all that we say and do.
- *Teamwork* – We are a diverse but unified team, working together to achieve excellence in all that we do.
- *Embracing Change* – We are always open to new ways to improve employee engagement.

Special Skills:

- Proficient Google and Microsoft Office skills
- Comfortable working with younger age groups in an educational setting
- Strong written and verbal communication
- Detail-oriented and organized
- Ability to work with a team and independently
- Ability to problem-solve in a timely manner
- Ability to organize time effectively and manage multiple tasks simultaneously

Job Responsibilities:

- Assist with Girls in STEM events, initiatives, and field trips, which may include:
 - Greet mentors and help set-up their activities
 - Help with drop-off, pick-up, transition times, breaks, and lunches
 - General cleaning, tidying, and maintaining inventory
- Assist with Girls in STEM data collection and analysis through surveys
- Other duties as assigned by the Girls in STEM Coordinator

To apply, email your resume to Becca Burks Bburks@museumofdiscovery.org