BWUlogoBW.tif

Leadership in Higher Education

STEM Scholar Success Coach

Department: Academic Affairs

Title of Internship: STEM Scholar Success Coach

Preferred Background or Skills:

1. **STEM background is not necessary**
2. Able to develop rapport with a diverse population of students and parents
3. Ability to work both collaboratively and independently
4. Be enthusiastic, flexible, creative, and innovative
5. Capacity to manage confidential information and protect students’ privacy
6. Have excellent written and interpersonal communication skills
7. Possess strong organizational, problem-solving, and time-management skills.
8. Familiarity with the Microsoft Office Suite
9. Experience with students, teaching, counseling, coaching, program development, event planning, fundraising and/or marketing a plus but **not** required

Mission Statement:

The mission of the STEM Scholars Office, as outlined by the Choose Ohio First initiative, is to recruit, retain, and graduate students interested in pursuing disciplines in science, technology, engineering, and mathematics (STEM). The STEM Scholars team coaches approximately 100 STEM Scholars annually, providing the financial, academic, and social support necessary for student success. To achieve this mission, we collaborate with our broader campus community, other educational institutions, industry, and nonprofit organizations.

Position Description:

The STEM Scholars Success Coach internship position incorporates aspects of both Academic Affairs and Student Affairs. Each STEM Scholars Success Coach manages a caseload of approximately 40 STEM Scholars and assists with all aspects of managing BW’s STEM Scholars Program ([www.bw.edu/stem](http://www.bw.edu/stem)). The Intern will gain experience collaborating with colleagues from across campus: Academic Affairs; Admission; Center for Innovation & Growth; Faculty; Financial Aid; Health & Counseling Services; Learning Center; Residence Life; Student Affairs; and University Relations. The Intern will have the opportunity to develop skills in areas such as: budget management; collaboration; creative problem solving; event planning; grant writing; grant reporting; marketing; program evaluation; project management; recruitment; resource management; social media management; student coaching, and other areas of personal interest to encourage professional development.

Major Internship Responsibilities:

* Coach caseload of approximately 40 STEM Scholars on academic/social success strategies
* Assess which campus resources may benefit Scholars and connect them with the appropriate resources accordingly (e.g., counseling, financial aid, tutoring, etc.)
* Plan and schedule a summer orientation for incoming STEM Scholars
* Identify and create events that promote student success, community, and retention
* Collaborate with STEM Living/Learning Community on program development
* Foster environment for peer-to-peer mentorship to develop organically
* Organize and lead meetings with the student-based STEM Advisory Council
* Contribute to marketing and branding efforts; oversee and utilize social media; update website content
* Assist in program assessment and evaluation
* Contribute to annual report preparation (e.g., data collection, program evaluation)
* Collaborate with various departments and groups across BW to promote student success
* Keep abreast of trends in student success and retention, STEM education/careers
* Perform other duties as assigned

Special Considerations:

None

Special Hours:

Some evening or weekend hours possible

Unusual Tasks:

None

Required Travel:

Some local travel possible