

Working Title

Program Assistant

Position Summary

The Technology Leadership Initiative (TLI), a pre-college program in the Department of Computer Science at the University of Pittsburgh is seeking a Program Assistant to help ensure successful implementation of the program objectives by implementing and assisting in many of our day-to-day activities during the 6-week summer component. The applicant must possess and demonstrate an interest in the academic, social and emotional growth of youth, serve as mature and positive role models for students, and exhibit a strong work ethic and commitment to teamwork. The Program Assistant may carry out administrative tasks as assigned by the Program Coordinator and is expected to work part-time prior to the program and full time during program dates. Responsibilities include but are not limited to:

- Coordinate lunchtime talks & presentations, career development workshops and college preparation workshops,
- Assist with special events, fieldtrips and activities,
- Keep records of student attendance and behavior,
- Arrive on time and prepared for all required work,
- Monitor and supervise students during all activities.
- Accompany and supervise students on any field trips, as needed,
- Communicate with staff regarding scheduling, student behavior and student progress.
- Play an active role in promoting Computer Science,
- Perform other duties as required to fulfill the mission of the organization.

Qualifications

- Undergraduate junior, senior or graduate level student.
- Good communication skills.
- Strong problem-solving, analytical and interpersonal communications skills.
- Background in Computer Science, Mathematics or Engineering is desired.
- Previous experience working with children in a classroom or camp setting is desired.
- Well organized, computer literate and detail oriented.
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Employment Dates

Orientation	TBD
Pre-program Meetings	TBD
Parent/Student Orientation	June 16, 2008, 5 – 8pm
Program Dates	June 23 – July 31, 2008 Mon - Thurs - 8:30 am – 4:00 pm Fri - 9:00 am – 2:00 pm
Awards Program	August 1, 2008 12:00 pm – 8:00 pm

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Salary

Compensation is \$12 - \$15/hour; commensurate with experience.

To apply:

Send cover letter and resume to Tonya Groover at 6502 Sennott Square, University of Pittsburgh, Pittsburgh, PA 15213 or tli@cs.pitt.edu. Accepting resumes until position is filled.

4/12/2008