<table>
<thead>
<tr>
<th>Semester Needed</th>
<th>Fall 2014, Spring 2015, possible summer 2015</th>
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<tbody>
<tr>
<td>Date Needed</td>
<td>ASAP</td>
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<tr>
<td>Department</td>
<td>Student Success Programs (SSP)</td>
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<tr>
<td>Location</td>
<td>405 Mitchell Hall</td>
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### Job Description

The **SSP Project Technician** is a temporary position which will be responsible for coordinating two SSS projects; STEM Learning Initiative and the Leadership/Mentoring Initiative. The incumbent will provide vision, development, planning, implementation, and evaluation of these projects to include activities which serve to inspire, motivate, and encourage SSS participants to persist, remain in good academic standing, and graduate on time (within 5 years). Project components will include but not be limited to; job shadowing, research and internship opportunities, speaker series, faculty/business mentors; industry visits; themed workshops, summer bridge activities, etc.

### Duties

Incumbent will develop vision, implementation plan, and project evaluation and synchronize with SSS overall goals and objectives. Position will work in coordination with SSP Project staff and report directly to the SSP Director. Bi-weekly updates on progress will be presented at staff meetings. This position requires expertise in networking, budgeting, communications with various entities, critical thinking, technical, and good time management skills. Incumbent must be self-directed and innovative. Upper or graduate level student preferred with relevant background experience.

### No. of Students Needed

1 Temporary Student Employees

### Hours

20 hours per week

### Pay Rate

$850/month

### Contact Person

Melvyn Harding

### E-mail

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### Contact Phone

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