

STEM Program Assistant



Major Duties and Responsibilities

- Assist the STEM Director with grant implementation, staff supervision and training, budgeting, publicity and public relations, writing, research, presentations, and new project developments.
- Maintain online student database to ensure that information is accurate and current; review student activity logs and tutor log-in reports on a weekly basis to ensure that peer mentors/tutors are updating them on a regular basis and make appropriate recommendations to the STEM Director.
- Maintain internal payroll records by collecting and reviewing student employee time sheets for accuracy and completeness, recording hours worked and coordinating pay rates, as well as submitting time sheets to department's timekeeper before the deadline.
- Develop and coordinate various academic workshops for participants by recruiting presenters, making room reservations, and publicizing events to participants.
- Assist with general office functions including, but not limited to, answering telephones, filing, photocopying, and data entry.
- May assist with other duties as assigned.

Minimum Requirements

- Awarded work-study.
- A cumulative GPA of 2.5 or better.
- Must have attained sophomore status.
- Have completed **at least one semester** at WMU or be able to provide a WMU Transfer Credit Evaluation report.
- Able to work with diverse populations.
- Demonstrated interest in and commitment to helping students succeed both academically and developmentally.
- Familiarity with current versions of Microsoft Word, Excel, PowerPoint, Access, and Publisher, as well as Photoshop (or similar applications) required.
- Possess and portray excellent communication, leadership, organization, and multi-tasking skills.
- Must be detail-oriented, dependable, and able to multi-task.

Preferred/Desired Qualifications

- Majoring in accounting, finance, economics, business, public administration, and/or related/relevant academic discipline.
- Experience working with grant-funded programs.
- Supervisory experience.
- Awarded work-study.

How do I apply?

- Download and complete an application form from <http://www.wmich.edu/multicultural/stem/employment.html>. Please do not use any other application form.
- Return completed application form to the STEM Director, Ms. Vunsin Hiew Doublestein, at 2285 Ellsworth Hall in Multicultural Affairs along with:
 - a résumé
 - personal and professional goals statement in which applicant clearly describes his or her personal and professional goals and how this position fits with those goals
 - Note: this statement should be no more than 2 double-spaced pages and may also be used as a writing sample from the applicant
 - two **professional** letters of recommendation **specifically highlighting your experience and/or potential as a student program assistant**:
 - in an e-mail from the recommenders
 - on official letterhead by regular mail or in person
 - a copy of your transcript
 - including transfer and/or undergraduate - for transfer and graduate students, please submit both (1) an **unofficial** WMU transcript AND (2) a transcript from your previous institution(s) OR a WMU Transfer Credit Evaluation report
- For more information, please contact the STEM Director at (269) 387-3316 or at vunsin.h.doublestein@wmich.edu.