



## Techbridge Program Assistant Job Description

Techbridge is an innovative after-school program that inspires girls in technology, science and engineering. Girls work on a variety of projects such as making claymation videos, soldering circuits, and building green dollhouses to learn about engineering design. The Program Assistant will assist in leading weekly hands-on, after-school science programs for middle school girls in the East Bay. Working with veteran teachers and a program manager, Program Assistants will provide academic and career assistance to girls in a fun, science and career-focused learning environment.

### **Key Responsibilities**

- Co-teach after-school science, technology and engineering programs with classroom teachers, under supervision of Techbridge Program Manager
- Support role model visits
- Collaborate with classroom teachers at school sites to plan and deliver programs
- Meet with teachers weekly to discuss strengths and opportunities for growth within programs
- Coordinate with partner Program Assistant to organize, pick-up and deliver program materials
- Attend weekly learning community sessions to review, practice, and become knowledgeable in Techbridge curriculum, including icebreakers, hands-on activities, and career exploration activities, in advance of program delivery
- Be prepared to answer questions, troubleshoot problems, and support students in their hands-on projects
- Help plan and host family events at school sites
- Perform administrative duties to support programmatic functions as needed
- If schedule permits, attend field trips with programs

### **Qualifications**

- Currently enrolled at Cal State University East Bay with a GPA of 3.0 or higher
- Available after 2pm on a Monday or Thursday
- Passion for science, technology and/or engineering
- Interest in education and working with youth
- Ability to quickly learn new programs and use feedback to improve practice
- Strong communication skills (both written and verbal) and interpersonal skills
- Ability to motivate and encourage program participation among girls
- Interest working with youth from diverse cultural, ethnic, and socioeconomic backgrounds; bilingual helpful
- Knowledge of and interest in equity issues affecting girls and women
- Resourceful, self-motivated, creative, and flexible
- Experience with taking initiative to ensure successful outcomes
- Strong organizational and time management skills
- Have a reliable form of transportation, valid CA driver license, and auto insurance

### **What You Will Gain from this Experience**

- Classroom field experience with middle school students
- Experience working with a hands-on after-school science, technology, and engineering program
- Opportunity to collaborate with teachers
- Experience working with a diverse group of girls
- Professional development in teaching, presentation, classroom community-building, and leadership



### **Schedule**

Weekly (8-10 hours)

- 3 hours of training and learning community time
- 1 hours of program materials' pick-up and delivery
- 2 hours of program co-teaching
- 0.5 hours of program reflection with teachers (following co-teaching)
- 1-3 hours of project and administrative duties as needed

*Note: Exact schedule will be developed with Program Manager. Most hours will occur after 2 pm to accommodate after school programming schedule.*

Additional Commitments during the Program School Year

- Quarterly teacher meetings (4:30-6:30 pm 2 times a year)
- End of program year reflection and celebration (2 hrs)
- Potential science inquiry and education professional development workshops
- Optional: Field Trip (TBD based on program)

**Start Date:** Programs start in January, 2012.

**To apply, please email application and resume to [info@Techbridgegirls.org](mailto:info@Techbridgegirls.org) with "Techbridge Program Assistant 2011-2012" in the subject line.** Alternatively, you may mail the application to Techbridge, Attn: Program Assistant Position, 7700 Edgewater Drive, Ste 519, Oakland, CA 94621.

This position requires a TB test, fingerprinting, and background check.

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