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12-Sep-2024
OpenCitizen Program Assistant (FWS Eligible)
Student Worker IV
104512BR

Job Description

The ASU Interplanetary Initiative seeks a passionate and motivated graduate student to serve as a **Program Assistant** for our **OpenCitizen** program. OpenCitizen is an outreach program designed to bring inquiry-based learning and problem-solving to high school students. For more information, please visit: <https://interplanetary.asu.edu/opencitizen/>. The Program Assistant will work closely with the OpenCitizen team to support all aspects of the program including: course and learning resource design, grader support, website and social media maintenance, teacher training, school outreach and communications, and other related projects. The ideal candidate is passionate about and has prior experience with student-centered education and outreach programs and will bring an innovative and entrepreneurial mindset to this work.

Student Recruitment Type	Campus/Location
Student Hire Hourly	Campus: Tempe
Department Name	Full-Time/Part-Time
Interplanetary Initiative	Part-Time
VP Code	Scope of Search
KNOWLEDGE ENTERPRISE DEV	Open

Grant Funded Position
This is not a grant funded position and is not contingent on future grant funding.

Salary Range	Close Date
\$18.00 - \$25.00 per hour, DOE	26-September-2024

Essential Duties

- Respond to general inquiries about the program via email from interested parties and/or represent the program in relevant meetings with interested parties
- Support teachers who are running the program in their classrooms by responding to questions, building out teacher-facing support resources and other documentation, offering office hours, and communicating with teachers about recommended student supports
- Implement course improvements by making updates to course materials, content, and other resources based on student and teacher feedback
- Support course grading via grading assignments and giving feedback, maintaining and updating the course grader guidebook, providing guidance to additional graders, and helping to ensure grading consistency
- Coordinate outreach and communication efforts to spread the word about this program, including making updates to our website, creating content for emails and social media, and researching relevant outreach channels, conferences, grant opportunities, etc.
- Other job duties as assigned

Minimum Qualifications

This classification is limited to teaching/research aide type work or those positions requiring highly specialized skills and/or technical knowledge.

Desired Qualifications

- Current ASU graduate student
- Have prior experience working on student-centered K12 or teacher professional development outreach programs
- Evidence of strong written and verbal communication skills.
- Experience with project management practices and skillsets.
- Demonstrated fluency with internet-based software tools and document management systems, in particular, Zoom, Slack, Airtable, and the Google Suite and Drive.
- Experience establishing and maintaining effective working relationships with peers, faculty, students, administration, faculty and other interested parties.

- Experience working effectively in a startup-like environment and/or an environment subject to rapidly changing priorities.
- Prior experience as a TA or grader is preferred.
- Prior experience with website builder tools (e.g. Wordpress, Squarespace, etc.) is preferred.
- Basic proficiency with Adobe Creative Suite preferred.
- Students studying in the Mary Lou Fulton Teachers College are strongly encouraged to apply.

Working Environment

- Activities are performed in an environmentally controlled office setting subject to extended periods of sitting, keyboarding and manipulating a computer mouse.
- Regular use of standard office equipment including, but not limited to: computer workstation/laptop (keyboard, monitor, mouse), printer, copier, telephone and associated computer/technology peripherals.
- Required to stand for varying lengths of time and walk moderate distances to perform work.
- Frequent bending, reaching, pushing, pulling, and lifting up to 25 pounds.
- Regular activities require the ability to complete tasks within set time constraints and frequently changing priorities.
- Requires some attendance at evening and weekend events.

Department Statement

The ASU Interplanetary Initiative envisions an interplanetary future built upon new structures, systems and perspectives created by diverse groups of people across disciplines, sectors and cultures. We deploy new ways of building teams and solving problems, at scale, partnered across disciplines, sectors, and cultures to shape an inclusive and sustainable interplanetary future. Together, we are shaping an inclusive and sustainable pathway into space. Learn more at <https://interplanetary.asu.edu>.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 100,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit <https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco>

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at <https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf>. You may request a hard copy of the report by contacting the ASU PD at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <https://cfo.asu.edu/az-resources>.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume and cover letters should clearly illustrate how prior knowledge, and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

IMPORTANT NOTE: What is the meaning of "equivalent combination" in the minimum qualifications? It means one year of higher education or 24

credit hours, is equal to one year of experience. For example, a four year Bachelor's degree is equal to four years of experience.

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