Job Description: 49ers STEM Leadership Institute Program Assistant

Program Overview
The 49ers STEM Leadership Institute (SLI), created in partnership with the San Francisco 49ers, Silicon Valley Education Foundation (ASVEF), and the Santa Clara Unified School District (SCUSD), is a six-year program that will prepare students with high academic potential to be outstanding.

SLI began in Summer 2014 with a cohort of 60 incoming seventh grade students. A new cohort of 60 incoming seventh graders is selected through a competitive application process each year, and students advance with their cohort to the next grade level. By the end of the six-year rollout process, there will be a total of 360 students from grades 7 – 12 involved in the program, located at two state of the art digital fabrication labs at Cabrillo Middle School and Santa Clara High School in the Santa Clara Unified School District. Students complete a rigorous college preparatory curriculum, engage in STEM projects and competitions, and participate annually in 300+ hours of additional learning time.

Position Description
The Program Assistant will work closely with the Program Director and Program Managers to support the 49ers STEM Leadership Institute at the Middle School level (7-8th grades) and High School level (9-12th grades). Responsibilities include but are not limited to:

- Management of data systems: platform infrastructure; data collection and storage, processing and analytics, and reports.
- Maintenance of SLI website and other marketing materials.
- Supervision and instruction of students under guidance of SLI teaching and administrative staff.
- Oversight of yearly recruitment process for incoming and transfer students.
- Coordination with partner organizations for event logistics and execution.
- Completion of clerical work: ongoing paperwork maintenance, filing, labeling, documentation, registrations, and processing of surveyed information.
- Attention to miscellaneous tasks and special projects in support of SLI program, Program Managers, and Program Director.
- Adherence to all additional staff responsibilities as pertains to Silicon Valley Education Foundation.

Qualifications
- Ability to work independently and without direct supervision.
- Strong skills in project management, time efficiency, organization, written and verbal communication.
- Quickness to adapt and learn; strong work ethic as part of a team.
- Commitment to the mission and vision of the 49ers STEM Leadership Institute.
- Clearance to work with public school students via TB testing and livescan fingerprinting.
- Willingness to perform some required evening and weekend work.
- Experience working in education spaces preferred, comfort with digital fabrication labs and makerspaces a plus.
- Familiarity with technology, web design, Google/Microsoft environment required.

Preferred Start Date and Salary Parameters
Preferred start date ASAP. Salary commensurate with experience.

Application Process
Send cover letter and resume to Human Resources at HR@svefoundation.org.