



**STEM Discovery Lab**  
**STEM Discovery Lab Program Assistant and Instructor**

**Location of Opportunity:** STEM Discovery Lab, UNH Manchester, Manchester, NH

**Time Commitment:** Part Time

**Application Deadline:** None

**Program Assistant Overview:**

The program assistant will provide vital support to the STEM Discovery Lab's school year and summer programming whose targeted audience are from the Manchester/Nashua Area. The use of a highly qualified, invested, and enthusiastic program assistant who has a desire to work with youth will provide a distinct niche to our program offering in which we can provide an adult : youth ratio that is more in line with the needs of the students. The work of the program assistant will address the need for the STEM Discovery Lab to meet the youth we serve where they are at with their specific learning needs and interests in STEM. The program assistant will also play a major role in the organization and planning of the programs, which will be an essential need during a very productive time of year.

**Responsibilities:**

- Support learning activities and help maintain an energetic and enthusiastic learning environment as directed by the programs' lead facilitators;
- Develop understanding of program curriculum and document, review, and develop curriculum artifacts;
- Coordinate and assist with student arrival and departure;
- Manage onsite equipment, tools, materials and other instructional logistics as needed or requested by lead facilitators and lab staff;
- Support planning and preparation of school year program activities, configuration and maintenance of learning spaces, and organization and maintenance of learning materials and supplies;
- Collect, organize, and analyze participant data;
- Attend required training and orientation sessions;

**Desired Qualifications:**

- Invested and interest in education;
- Acquired or seeking a degree in education or related field;
- Excellent time management, organizational and communication skills;
- Familiarity and enjoyment working with youth in an informal or formal setting;
- Ability to collaborate successfully on team projects; Integrity, maturity, enthusiastic demeanor, and commitment to the STEM Discovery Lab's mission and vision;

To apply or for more information please contact:

Sarah Grosvenor, SDL Director, 603-641-4120, [sarah.grosvenor@unh.edu](mailto:sarah.grosvenor@unh.edu)

*The University of New Hampshire is committed to providing a safe environment for all persons, including but not limited to children, and to prevent abuse, neglect and crimes against children. All UNH Staff Serving Minors with unsupervised access to children shall be required to attend job specific training on child safety, and shall be subject to periodic criminal records checks.*



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At Manchester

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