Title: Graduate Apprentice for the ECS Scholars Program

Department: Undergraduate Programs, Engineering and Computer Science

Reports to: Senior Director of Undergraduate Programs, Engineering and Computer Science

Description:
The Graduate Apprentice for the ECS Scholars Program works with the School of Engineering and Computer Science (ECS) to support the ECS Scholars Program, an initiative funded by the National Science Foundation. This person is responsible for fostering academic and programmatic excellence through focused recruitment, retention, and mentorship initiatives within the program.

Responsibilities:
1. Retention
   a. Seminar Series
      i. Coordinate meaningful and timely content for ECS Scholars which supports their growth and development both technically and personally.
      ii. Manage presenters, follow up, and documentation for these events.
   b. Learning Resource Center (LRC)
      i. Collaborate with practicum HESA students to provide helpful academic experiences for ECS Scholars and current students outside the classroom.
      ii. Provide staff support by working 2 – 4 hours (of the 20 hours) at the ECS LRC in addition to supervising student staff, tutors, and mentors.
      iii. Assist in the assessment, follow up, and documentation of student use of the LRC and its programs.
   c. Research and Development
      i. Support and engage in research for this specific program with a research team in the School of Education (~5 hours a week).
      ii. Provide assistance in the development of programmatic initiatives, which address the needs of students participating as ECS Scholars.
   d. Communication
      i. Maintain the ECS Scholars website.
      ii. Serve as the POC for the ECS Scholars Program for Navigate.
      iii. Coordinate messaging for ECS Scholars to ensure programmatic and GPA expectations are met each semester/academic year.

2. Mentorship initiatives
   a. Create and implement a robust mentoring experience for ECS Scholars that connects them with current students, faculty, research, and industry opportunities.
   b. Provide support, connection, and training for mentors and scholars to maximize their connection and partnership.
3. Other
   a. Assist with ECS Scholars recruitment and selection should gaps in the program exist.
   b. Assist in program development and delivery in areas of student life that further educational programming.
   c. Provide assistance in other areas of ECS as needed.