



Illumineer Job Description and Qualifications

Illumineers are STEM student mentors just a step ahead of the OC students they serve. These passionate STEM undergraduates reflect on their own experience and share their learning. By lighting a fire for others, one will brighten one's own way. This program provides:

1. *academic support embedded in math and science classes;*
2. *just in time co-learning;*
3. *intentional community building and*
4. *mentoring focused on illuminating the skills and capacity that OC learners carry with them everyday*

Qualifications:

1. Undergraduate.
2. A consistent overall GPA of 3.0 or above.
3. A grade of B in the selected or similar course is required.
4. Strong interpersonal and communication skills with peers and professors.

Primary Activities:

1. Embedded class assignment
2. OC STEM Center Co-learning
3. Cascading Mentoring-Illumineers will conduct brief mentoring sessions guided with prompts and prior training
4. Workshop facilitation
5. Weekly professional learning
6. Regular meetings and trainings of Illumineers

Secondary Activities:

1. Meet with Illumineer leaders and supervisory staff at scheduled meetings.
2. Maintain contact throughout the term with the course professor.
3. Utilize Illumineer logs, protocols, and communications.
4. Contribute to the planning of workshops.

Maintenance Activities:

1. Complete necessary personnel paperwork.

2. Attend Illumineer training workshops.
3. Work with Illumineer leaders and supervisory staff to select appropriate times and scheduling of: embedded class assignment, co-learning, mentoring and professional learning.
4. Make classroom announcements to recruit for participation. Distribute, update and keep neat the print materials in the classroom.
5. Contribute to logs, protocols, communication, documentation and evaluation.
6. Utilize online platforms as directed.
7. Ensure evaluation surveys are distributed and completed.
8. Collect data as directed.
9. Assist Illumineer leaders and staff with the preparation of end-of-term reports and other reports as requested.
10. Maintain a professional attitude.
11. Model appropriate behavior to staff, students and others.
12. Provide Illumineer leaders and staff with an up-to-date schedule of all of your Illumineer activities, hours and contacts.
13. Notify an Illumineer leader or staff in advance if you cannot conduct an activity as scheduled.