

PISEC Site Leaders

The position

The site leader (SL) position is crucial to the success of the PISEC program. SLs are generally responsible for running one site – coordinating logistics, leading the group of university educators (UEs), coordinating with the teacher partner as needed, ensuring that each day at the site runs smoothly, and reporting back to the director. A SL is a representative of the PISEC program out in the community. As such, it is important that the SLs understand the underlying philosophy of PISEC and are on board with the program's goals and approaches. SLs should be enthusiastic about the program and welcoming of all student participants and UEs. SLs also serve as mentors for the UEs and help to build and maintain a supportive PISEC community.

SL tasks and responsibilities include:

- Weekly (or biweekly) SL meetings with the director
- Prep work (materials inventory, printing, assembling notebooks, prepping equipment, assisting with recruitment, etc.)
- Attending and helping with UE training
- Coordinating UEs (sending reminders, distributing parking passes, making sure you get to the site on time, sending out Zoom links if applicable, etc.)
- Managing equipment/materials (bringing supplies to/from the site, notifying the director when supplies are low, etc.)
- Writing in notebooks as “Mission Control,” reviewing students' proposals
- Assisting with data collection for research studies
- Organizing and/or attending occasional social events or ongoing trainings
- Field trip assistance (preparing certificates/videos/materials, attending and helping to supervise the actual field trip)

Time commitment & compensation

Site leaders are expected to work a **maximum of 5 hours per week** for the duration of the semester (including time required for site visits). Ensuring that both primary and high school programs run and succeed is a team effort. To that end and to the best of our abilities, we distribute the work among all SLs (both primary and high school) such that no one person has more than 5 hours of PISEC-related work to do in a given week.

New site leaders will also be required to complete **<5 hours of training/onboarding tasks**.

Site leaders are paid **\$1200 per semester**. This comes in the form of a stipend added on to your paycheck at the end of each semester.

Qualifications

- 2+ semesters of experience as a PISEC UE at the level (primary or high school) for which you would like to be a site leader*
- CU Boulder undergraduate student, graduate student, or postdoc
- Preferably in physics, chemistry, engineering, or other related STEM discipline

*Exceptions will be made based on UE availability and partner site needs