The Program of Women in Science and Engineering (WISE) is seeking outgoing, driven, and adaptable candidates to support incoming and prospective student programs over the summer. This unique opportunity will encompass hosting daily WiSE Orientation sessions for incoming first-year students, WiSE informational sessions for prospective students, and general office work.

2-3 students will be selected for this position.

**General duties include:**

- Speaking in front of large groups to deliver WiSE informational sessions to incoming and prospective Iowa State students and their families.
- Serving as an ambassador for WiSE and Iowa State by sharing your student experience and answering questions to new and prospective students.
- General office duties such as answering emails, organizing materials, physical work including moving boxes and technology, and other duties as assigned.

**Job Skills & Requirements:**

- Current undergraduate student enrolled in a STEM field at Iowa State University (https://www.wise.iastate.edu/about/stem-majors for a complete list)
  - maintaining above a 2.0 GPA
- Schedule availability May-August to work variable 9:30 a.m.-3:30 p.m. Monday-Friday
  - Required hours: 9:30 a.m.-12 p.m. Monday-Friday
  - Afternoon hours available depending on orientation schedule and office needs
- Exhibit excellent communication and time management skills.
- Exhibit strong organizational, interpersonal, adaptability skills
- Exhibit strong presentation skills, including presenting in front of groups
- Be both self-motivated and a team player.
- Practice excellent customer service.

**Hours per week:**
• 10 - 20+ depending on orientation session and office needs.
• The supervisor and orientation coordinators will create a regular, weekly work schedule based on office needs and orientation schedule.

• **Compensation:**
  • $12.00/hour