

Seeking an outreach support graduate student to assist with general duties in the outreach services for the College of Engineering and Computer Science and its student success center, including:

- give presentations to varied audiences typically in middle and high schools or community colleges,
- coordinate college and community events, often in collaboration with external partners and internal colleagues from academic departments and Admissions
- assist with managing mentoring program,
- track various data points and assist with data analysis,
- communicate with various high-level community and college personnel,
- make phone calls and speak to others with ease,
- provide insights on how to improve center operations based on I/O learning,
- budget, and track/assess inventory.

Key qualities: self-starter, analytic abilities, the ability to lift heavy objects and perform physically demanding duties, excellent verbal and written communication, poise, flexibility, and persistence.