

The West Tennessee STEM Hub

STEM Ambassador



Program at the University of Memphis

Congratulations on being selected to join this prestigious group of your University of Memphis peers! We are so happy you are able to join us in our efforts to support STEM K-12 education throughout Shelby County Schools and Memphis, Tennessee. You were selected based on your academic standing, experience, and references from a group of over 60 applicants! We want you to take great pride in the work you will be doing over the next months, as not only will it lift up students from elementary, middle, and high school and empower them to feel connected to the University of Memphis and STEM careers, but the work you do will also help determine the longevity and success of the Ambassador program itself. This corps of Ambassadors is funded externally from an anonymous donor, and it is extremely important that you always represent our group well so that we may continue to support our K-12 local students for years to come!

That being said, here are a few guidelines for what we expect from you during your tenure as a STEM Ambassador:

- **Level 3 clearance with SCS:** Please **do not** start working until after you have completed your clearance process with SCS. This includes your attendance of one of the three sessions you were previously emailed about, as well as the completion of a background check and fingerprinting. The Hub is funding the cost of the background check and fingerprinting, but you must schedule an appointment with SCS no later than September 30, 2015.
- **Familiarize yourself with the work of the STEM Hub:** We have been working since 2012 to promote STEM in West Tennessee. Please review the website (www.westtnstem.org) so that you will be informed of the different resources available through the Hub. Pay special attention to the Resource Portal, Lending Library, STEM Spotlights, and STEM Blog.
- **Act professionally:** Please always keep in mind your position as a mentor and role model to the students you will be working with. You don't need to dress formally, but you should always look professional. Keep your cell-phone usage

to a bare minimum when you are in the school. (Also, in case you didn't know, it's not ok to watch TV while you're on the clock!) Remember that you are representing your department, the STEM Hub, and the University of Memphis- make us proud!

- **Treat this as a “real” job:** This is a GREAT opportunity for any student. The pay is high and the experience will look stellar on your resume. Again, this was a competitive position (so pat yourself on the back), and remember that you must always act in a way that exemplifies professionalism so that we will be inclined to rehire or recommend you for future opportunities.
- **Time Sheets: **New this year!**** In order to be paid, you must complete your time sheet online every other Friday. In order for us to approve the time you enter, you must also complete a google form for **EVERY DAY** that documents your time, activity, and impact. (For the veterans in the group, this will replace the evaluation forms from last year).

Save this form on your phone: <http://goo.gl/forms/7suk9i537n!>

Note: If you work on multiple projects within a day, you must submit a separate form for each project.

- **Your STEM Spotlight:** The Hub's design team will be creating a 1 page, 2-sided profile of you and your STEM interests and background to provide to parents and schools, as well as to be posted on the Hub's website. Please contact Corinna Carter (ccarter6@memphis.edu) if you have questions regarding this process.
- **Take Pictures!** But first, check with your SCS contact to make sure you are allowed to take pictures. Let this be one of the first things you do at your school. After you obtain permission to take photos of your activities at the school, please take pictures and share them with us! We'd like for you to submit 10 good pictures per month.
- **Enjoy!** You all have the wonderful opportunity to directly and positively impact numerous students this year. We hope you enjoy the great work you can do as a STEM Ambassador!