

JOB DESCRIPTION
Student Mentoring Program Administrator

General

Administers and promotes the growth and success of the Student Mentoring Program (SMP) as determined by the Society of American Military Engineers (SAME)

Duties and Duty Station:

As the Administrator of the SMP the primary duties will be with the SMP sponsored by SAME. The Administrator will meet regularly with the SAME SMP Chair Person to coordinate the SMP tasks. The Administrator will be housed at PKI.

Duties include

- Identifying, contacting, and recruiting: mentors, schools, teachers, steering committee members, workshop instructors, guest speaker, and competition evaluators and assistants.
- Organizing meetings for above individuals to provide them with appropriate material.
- Assisting in planning and overseeing the SMP Events.
- Making arrangements/reservations for all meetings.
- Periodically checking with teams on progress and needs.
- Promoting the SMP via all media available.
- Managing SMP Web site.
- Other duties as assigned.

Skills

- Some background in Engineering/Architecture and possibly Project Management
- Able to use a Computer and learn computer programs
- Knowledge of Microsoft Office

Specific SMP Events

- Orientation for Teachers and Mentors
- Workshop for students
- Team Submittals
- E-Week
- Orientation for Competition Evaluators
- Competition and Awards
- Industry Day
- Archiving

Time (Approximate)

- 60 ~ 120 Hrs/Month
- ~1,000 Hrs/Year