Responsible To: STEM Information Coordinator

Task Description: Carnegie Science Center is seeking an individual to work with the STEM Information Coordinator researching and populating content for STEMisphere.com. STEMisphere is an online repository of STEM resources for pre-K through grade 12 students, parents, and educators in the PA region, and also powers STEM Resource Centers in five other regions across the US. This role may also include creating content for social media components.

Responsibilities:
- Research and populate STEMisphere.com with specific resources via the internet and email
- Actively seek out new resource contributors
- Contribute to social media campaign (Facebook, Twitter, and other social media venues)
- Help with other duties as assigned

Skills Required:
- Strong computer skills in research
- Proficiency with Microsoft Office products
- Ability to work independently
- Exceptional verbal and written communication skills
- Excellent organizational skills

Skills to be Learned:
- Professional-development
- Working with proprietary content management system in a team environment

Parameters:
- This position may be done by tele-commuting but will include regular scheduled in-person check-ins at Carnegie Science Center with the supervisor.
- Flexible schedule

Training Methods:
- One-on-one review of process and resource criteria with STEM Information Coordinator

Time Frame:
- 120 hours minimum during the semester

Clearances
- Upon acceptance into the program, all interns are required to provide and pay for background checks and clearances. Act 33 and 34 Clearances are free for interns.
- Interns who have lived in Pennsylvania for at least 10 years must have their Child Abuse History Clearance (Act 33) and Criminal Record Check Clearance (Act 34).
- Interns who have lived in Pennsylvania for less than 10 years must have their Child Abuse History Clearance (Act 33) and Criminal Record Check Clearance (Act 34) plus an FBI Fingerprint Clearance (Act 114).

To Apply: Send a letter of intent, resume, a letter of reference from either an academic advisor or professor, to:

Internship Program
Carnegie Science Center
One Allegheny Avenue
Pittsburgh, PA 15212

- OR -

VolunteerPrograms@CarnegieScienceCenter.Org