Title: Graduate Coordinator, WiSTEM Mentorship Program
School/Unit: Harvard College, Harvard College Women’s Center
Term: July 2020 – June 2021 Academic Year (limited expectations over breaks)
Schedule: Monday through Friday approximately 5 hours per week during the academic year (with some fluctuation corresponding to higher and lower times of activity for the program)
Stipend: $3,000 stipend split between (2) semesters

Women in Science, Technology, Engineering, & Mathematics (WiSTEM) Mentorship Program

The WiSTEM Mentorship Program was established to build community among women in STEM by matching undergraduates with graduate students in similar fields as well as create programming that fosters the growth and development of women students in the STEM community at Harvard. The short-term goal of the program is to increase the retention of women STEM concentrators at Harvard College by connecting them with role models and mentors. In addition to connecting individuals and promoting mentorship, the WiSTEM program has been at the forefront of building a community for women across Harvard. The program features a variety of events and community-building activities to enhance participants’ experience, including gatherings with faculty members. The long-term goal of the WiSTEM program is to enhance pathways for greater representation of women in STEM careers while providing the support necessary for women to thrive in these careers.

Expectations & Responsibilities: With support from the Harvard College Women’s Center staff, the graduate coordinator is responsible for administering all aspects of the mentorship program. The graduate coordinator also represents WiSTEM at campus events and collaborates with other offices and organizations on STEM-focused programs.

Specifically, the graduate coordinator will have responsibility for the following projects:

Recruitment & Retention
- Advertise the program to graduate and undergraduate students in STEM fields, including updating and circulating the application
- Match the mentors (primarily graduate students, medical students, and postdoctoral researchers) with mentees (undergraduate students)
- Maintain regular communication with WiSTEM program participants via email listserv, including creating and circulating a monthly newsletter and publicizing campus events
- Be available to the WiSTEM participants to provide guidance as needed

Programming:
- Plan the fall term Orientation and Kickoff event, including a workshop on developing effective mentoring relationships and overview of a program guide for participants
- Plan and implement two Women in STEM Tea (WiSTea) events, and a spring career panel (or other type of community event) for program participants
- Consult HCWC staff to plan “Smart Cookies” events geared towards celebrating women in STEM and connecting undergraduate students with professionals.
Assessment:
- Develop, distribute, and analyze results from annual Midyear and Yearend surveys through Qualtrics and provide a report to the Director regarding the program status
- Organize data, RSVP forms and other documents

Basic Qualifications (requirements):
- A bachelor’s degree is required
- Applicants must be enrolled as a degree candidate in a Harvard graduate or professional school

Desired Skills/Experience:
- A background in STEM with an interest in gender issues and increasing the numbers of women in STEM fields
- Experience and comfort with electronic communications, event planning, keen awareness of logistics, and managing membership data
- Communication and critical thinking skills, be self-directing, and work autonomously with minimal supervision

Applications, including a cover letter and resume, should be directed to Heidi Wickersham, Harvard College Women’s Center, Canaday Hall B Entry, Cambridge, MA 02138 and can be emailed to hcwc@fas.harvard.edu by April 1, 2020.