



Internship Opportunity  
CS Program Intern

**Program Internship:** K-8 Computer Science Teaching Assistant

**Location:** Pittsburgh, PA

**Duration:** Summer 2024 (June-August)

**About STEM Coding Lab:**

STEM Coding Lab is Pittsburgh's premier nonprofit, dedicated solely to offering computer science education to under-resourced K-8 youth. Our programs span in-school, after-school, and summer camps in public, charter schools, and community centers.

**Role:**

STEM Coding Lab is seeking **Program Interns** who can engage young students with foundational computer science activities. No expertise in computer science is required. We value commitment to youth development and the ability to foster a nurturing classroom environment.

**Responsibilities:**

- Commit a minimum of 15 hours per week;
  - Attend an orientation (3 hours);
  - Attend training sessions (3 hours);
- Regularly attend STEM Coding Lab weekly meetings and communicate with the management team;
- Collaborate with our lead teachers:
  - Daily communication and coordination;
  - Classroom preparation and support;
  - Record student attendance;
  - Assist with post-classroom cleanup;
- Engage with students maturely and responsibly;
- Learn to navigate our curriculum and the necessary technologies and software to provide support to students;
- Act as a liaison between our partners and the lead teacher on location, ensuring smooth communication and collaboration;

- Chronicle internship experiences throughout the semester and craft a final presentation, journal, or video documenting student engagement over the academic school year.

**Requirements:**

- Must have a compassionate and positive attitude, as well as excellent communication skills and interpersonal abilities;
- Must have reliable transportation and arrive daily at different learning centers on time;
- Must complete the following clearances before training:
  - Act 34 Pennsylvania Criminal Record Check
  - Act 151 Child Abuse History Clearance
  - Act 114 of 2006 FBI Criminal History Clearance
    - The cost of all background checks will be covered by the University of Pittsburgh and STEM Coding Lab.

**Professionalism Expectation:**

Interns who seize this opportunity to collaborate with communities, school districts, as well as academic and corporate experts are expected to exude professionalism consistently during their internship journey. Lack of responsibility could lead to termination. Outstanding interns might earn opportunities for leadership roles and employment at STEM Coding Lab.

**Compensation:**

STEM Coding Lab's Program Intern will receive a \$2,000 stipend and agree to serve 15 hours weekly for the entirety of June-August, 2024. Compensation will be dispensed by the University of Pittsburgh payroll department in part at the end of each semester.

**Application:**

Email a cover letter and resume to [maisha@stemcodingpa.org](mailto:maisha@stemcodingpa.org) with the subject "Program Intern Application."