The National Youth Leadership Forum (NYLF): Careers in Engineering & Technology is an intensive eight-day, hands-on, summer program that provides high school students with the rare opportunity to join other high-achieving high school students to explore the educational pathways and careers associated with these cutting-edge fields. We are seeking dynamic individuals with a passion for teaching, engineering, technology and science to join the team and support the success of each session. From leaders to teaching to logistics, each member of the team directly impacts the student experience and inspires our next generation of scientists and engineers. Programs are hosted in four cities across the US, and teams travel to support 2-4 sessions throughout the summer. Positions begin in mid-June and end early August.

- See more at: http://www.envisionexperience.com/explore-our-programs/engineering-and-technology#sthash.kl8cvPZa.dpuf

**Faculty Advisor, Careers in Engineering & Technology**

Teams of Faculty Advisors are responsible for providing a superior educational experience for all participants of the Engineering & Technology program through facilitation and instruction using a hands-on educational curriculum. All Faculty Advisors also interact with and supervise high school students and provide for their safety and well-being. This program is designed to inspire their passion for science and engineering. Program themes include: engineering design, robotics, electronics, sustainability, 3-D modeling and web design. Faculty Advisors report to the Education Coordinator.

**Principal Duties and Responsibilities**

- Create and manage a stimulating educational environment which is conducive to student learning
- Instruct students using a career based curriculum
- Facilitate small group meetings (lead discussions, hands-on workshops, computer-based simulations)
- Assess student progress toward learning objectives and adjust instruction as appropriate
- Be responsible for providing the best experience possible for all program participants
- Supervise an assigned group of approximately 25 high school students and accompany them on all group outings
- Be knowledgeable of all policies and procedures and assist in their enforcement, including student conduct and dress code
- Provide supervision and assistance at the program site and events as assigned
- Assist the Operations Team with logistics as needed
- Work closely, cooperatively, and amicably with all staff members
- Provide high level of customer service
- Perform other duties as determined by the program leadership

**Background/Requirements**

- College Upperclassman (3+ years college experience and/or Bachelor’s degree preferred)
  - Engineering, Computer Science, Chemistry, Mathematics, Education majors highly desired
- Experience and/or interest in working with high school students
- Prior teaching or facilitation experience desired (secondary level preferred)
- Interest in or knowledge of program topic
  - Skills/knowledge in: computer programming, robotics, CAD, 3-D modeling, digital fabrication, game design, app design preferred
- High energy level, flexibility and the ability to work extended days and hours
- Ability to reside at the conference site
  - Conference locations include: Georgia Tech (Atlanta, GA), Franklin Olin College of Engineering (Needham, MA), Loyola University (Chicago, IL), University of California at Berkeley (Berkeley, CA)
- Completion of training program prior to working first conference session
- Pass a mandatory criminal background check
- Visa eligible to work in the United States

**Remuneration**
- Housing and meals while programs are in session
- Salary for each session worked
- Stipends for travel between program sessions (where appropriate)
- Stipends to defray living costs between program sessions (where appropriate)

**Dates:** Dates vary per program but generally the programs run from mid-June to early August.

Envision is proud to be an Equal Opportunity Employer.

**Operations Team Position, Careers in Engineering & Technology**
Operations Team Members work behind the scenes to ensure that all events -- from opening day registration to site visits and speaking events run smoothly. The Operations Team is responsible for the logistical implementation of the Engineering & Technology program as directed by the Operations Coordinator. They also address and meet the general needs of the program, such as overseeing transportation and responding to the needs of all program participants. Operations Team Members must be comfortable interacting with and supervising high school students and be capable of handling stressful situations, and be able to use communications equipment. This position requires a considerable amount of physical activity, including heavy lifting and walking/being on one's feet for long periods of time.

**Principal Duties and Responsibilities**
- Monitor the safety and whereabouts of students at all times
- Address all student medical concerns using Envision medical policy guidelines
- Be knowledgeable of all policies and procedures and assist in their enforcement, including student conduct and dress code
- Identify and solve any logistical problems that arise in a quick, efficient and professional manner
- Manage safe and efficient transportation of students and staff during program
- Utilize the Operations Team vehicles as dictated by program needs
- Travel ahead of program events to ensure proper set up and the logistical success of the event
- Prepare all group meeting rooms and deliver materials to the rooms as directed
- Manage food and beverage refreshments for conference social and registration events
- Re-stock supplies when needed
- Follow accounting procedures for petty cash expenses
- Provide high level of customer service
- Work closely, cooperatively and amicably with all staff members

**Background/Requirements**
- College Upperclassman (3+ years college experience and/or Bachelor’s degree preferred)
- Must be at least 21 years of age (as mandated by rental car agreement)
- Experience and/or interest in working with high school students
Night Operator Position, Careers in Engineering & Technology

The Night Operator is available for any students that need individual attention for any reason (e.g. adjustment issues, homesickness, roommate issues, special needs, minor discipline issues, etc.). The Night Operator also serves as the overnight on-call staff member for students with personal and/or medical issues. The Night Operator reports to the Operations Coordinator.

**Principal Duties and Responsibilities**

- Attend to personal and medical needs of students on an “on-call” overnight basis using Envision medical policy and customer service guidelines
- Keep detailed and updated documentation of students who need assistance
- Address minor discipline issues using policy as a guideline
- Be knowledgeable of all policies and procedures and assist in their enforcement, including appropriate student conduct and dress code
- Utilize the Operations Team vehicles as dictated by program needs
- Facilitate check-out and visitation for students and visitors when necessary
- Interact with parents and students in a customer service-friendly manner
- Attend daily senior and general staff meetings to ensure necessary parties are updated
- Assist Office Manager and conference management with projects
- Assist the Operations Team with logistics as needed

**Background/Requirements**

- College Upperclassman (3+ years college experience and/or Bachelor’s degree preferred)
- Must be at least 21 years of age (as mandated by rental car agreement)
- Experience and/or interest in working with high school students (preferred)
- Interest in or knowledge of program topic (preferred)
- High energy level, flexibility and the ability to work extended days and hours
- Ability to reside at the conference site
- Completion of training program prior to working first conference session
- Pass a mandatory criminal background check
- Visa eligible to work in the United States
- Hold a valid U.S. driver’s license with a good driving record
**Remuneration**
- Housing and meals while programs are in session
- Hourly pay rate subject to federal or local minimum wage requirements
- Stipends for travel between program sessions (where appropriate)
- Stipends to defray living costs between program sessions (where appropriate)

**Dates:** Dates vary per program but generally the programs run from June to August.

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**Office Manager, Careers in Engineering & Technology**

The Office Manager reports to the Program Coordinator and assists in providing the best experience possible for all participants of the program. The Office Manager maintains the field office for each session and must be able to interact in person and by phone and email with students and parents, speak knowledgably about the program and work well with all staff.

**Principal Duties and Responsibilities**
- Act as central contact for conference field office
- Liaise between management and outside parties
- Respond to routine telephone calls and emails from parents, speakers, and vendors
- Determine which phone calls and emails need to be escalated to management
- Interact with parents, students, vendors, speakers and staff in a customer service-friendly manner
- Greet visitors to conference field office
- Facilitate check-out and visitation for students and visitors when necessary
- Implement and supervise student check-out procedures
- Develop and update student arrival and departure manifests utilizing Microsoft Excel
- Keep office area and office supplies stocked and organized
- Respond to supply requests as needed
- Complete administrative responsibilities (e.g. photocopying, faxing, sending conference mail and packages) as needed
- Be knowledgeable of all policies and procedures and assist in their enforcement, including appropriate student conduct and dress code
- Coordinate special events and assist the Operations Team and Operations Coordinator as needed

**Background/Requirements**
- College Upperclassman (3+ years college experience and/or Bachelor’s degree preferred)
- Experience and/or interest in working with high school students
- Interest in or knowledge of program topic (preferred)
- Demonstrated experience in project management requiring attention to detail
- Experience providing a high level of customer service
- Prior experience with office equipment (phones, copy machines, computers, fax machines)
- Working experience with Microsoft Outlook, Word and Excel preferred
- High energy level, flexibility and the ability to work extended days and hours
- Ability to reside at the conference site
• Completion of training program prior to working first conference session
• Pass a mandatory criminal background check
• Visa eligible to work in the United States

**Remuneration**
• Housing and meals while programs are in session
• Hourly pay rate subject to federal or local minimum wage requirements
• Stipends for travel between program sessions (where appropriate)
• Stipends to defray living costs between program sessions (where appropriate)

**Dates:** Dates vary per program but generally the programs run from mid-June to early August.

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**Education Support, Careers in Engineering & Technology**

The Education Support is responsible for providing support to a team of Faculty Advisors and ensuring a safe and high-quality experience for all program attendees. The Education Support team understands the needs of the Engineering & Technology program and interacts with the Faculty Advisor team, leadership team and Operations Team regularly. The Education Support reports to the Education Coordinator.

**Principal Duties and Responsibilities**

- Be knowledgeable of all program policies and procedures, including student conduct and dress code
- Prepare and account for all educational materials for the conference
- Be knowledgeable of all program curriculum
- Accompany group on all outings
- Provide supervision and assistance at program site and events as assigned
- Support the logistical needs of the conference as directed
- Serve as a substitute for any Faculty Advisor as the need arises – requiring supervision of approximately 20 high school students and facilitation of program curriculum
- Coordinate socials, special projects and student events
- Work closely, cooperatively, and amicably with all staff members
- Provide high level of customer service
- Perform other duties as determined by the program leadership

**Background/Requirements**

- College Upperclassman (3+ years college experience and/or Bachelor’s degree preferred)
  - Engineering, Computer Science, Chemistry, Mathematics, Education majors highly desired
- Experience and/or interest in working with high school students
- Prior teaching or facilitation experience desired (secondary level preferred)
- Interest in or knowledge of program topic
  - Skills/knowledge in: computer programming, robotics, CAD, 3-D modeling, digital fabrication, game design, app design preferred
- High energy level, flexibility and the ability to work extended days and hours
- Ability to reside at the conference site
- Conference locations include: Georgia Tech (Atlanta, GA), Franklin Olin College of Engineering (Needham, MA), Loyola University (Chicago, IL), University of California at Berkeley (Berkeley, CA)
- Completion of training program prior to working first conference session
- Pass a mandatory criminal background check
- Visa eligible to work in the United States

**RENUMERATION**
- Housing and meals while programs are in session
- Salary for each session worked
- Stipends for travel between program sessions (where appropriate)
- Stipends to defray living costs between program sessions (where appropriate)

**DATES:** Dates vary per program but generally the programs run from mid-June to early August.

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