



NMP Staff Role Description

The [Science Mentorship Institute \(sci-MI\)](#) hosts the [Neuroscience Mentorship Program \(NMP\)](#), a volunteer-driven, **fully virtual** program that aims to provide scientific mentorship in neuroscience to high school students. Founded by a Wellesley College alum to decrease barriers to entry in neuroscience, this free and virtual summer program for students fully relies on the support of volunteers like you. The number of high school students we can support entirely relies on the number of volunteers we receive.

This summer is an exciting time for the program: we are growing, with aims to reach underserved populations across the country. With this in mind, we are seeking anyone with research experience to support STEM education and equity in scientific training. There are multiple fronts for which we are currently accepting volunteer applications on a rolling basis. We would be delighted to have you take part in various leadership and mentorship opportunities.

Program dates:

- **Summer mentor:** late June - first week of August
- **Computational director:** late June - first week of August
- **Program administrator:** summer only or yearlong, depending on preference
- **Director:** yearlong
- **CDO:** yearlong
- **CHRO:** yearlong

Role descriptions

We are a volunteer-powered nonprofit organization. As such, we do our best to ensure that every role will enrich the career development of volunteers. In addition to high flexibility in all volunteer roles listed below and clear communication of volunteering hours (not to exceed 5hrs/week for most), we plan on providing peer-to-peer connections and other career development opportunities, whether in staff or leadership. In addition, we plan on offering the Presidential Volunteer Service Award in the coming future to all volunteers who qualify.

Staff

Primary Mentor (5-10 hours per week)

We are in greatest need for this role, as mentors power our entire initiative. The mentor serves as direct contact for students to develop an individualized summer project. This is a very fulfilling role: with two to three students to mentor in the summer (or more, depending on your availability), you will directly navigate mentorship for young, budding scientists! Your primary responsibility will be to directly provide supervision and empowerment to high school students pursuing neuroscience investigation for the first time as they seek to complete a small summer research project. As an organization, we will provide a program-wide curriculum spanning lectures, labs, and journal clubs, which you can volunteer to teach.

Qualifications:

- Current undergraduate or beyond
- 1+ semester- or summer-long experience in scientific research (including but not limited to biology, chemistry, physics, math, computer science, and other related STEM fields)
- Passion for teaching
- Cross-cultural humility and good interpersonal skills

Computational Mentor (5 hours per week)

The computational mentor provides education on computational techniques that are typically involved in scientific research. You will be involved in developing a computational curriculum and working with students to help address computational tools/issues that arise in projects, while fostering excitement (rather than fear!) for these methodologies.

Qualifications:

- Current undergraduate or beyond
- Experience in R, Python, and other scientific programming languages (open-source preferred)
- Some foundational experience in biological research (e.g. basic biological concepts)
- Passion for teaching
- Ability to explain difficult concepts in layman's terms

Program Administrator (5-10 hours per week)

The program administrator serves to enable the growth and effective reach of this program across underserved and marginalized populations. We foresee a great need for this role as we want to expand this program to those who have the greatest need for STEM resources.

You will be responsible for leading this diversity initiative. Your role may include searching for and contacting schools to provide our program as a resource, or writing grants to supplement the mission of the organization. You will work closely with these communities to identify ways that our organization can best support these needs. You may develop the resources and infrastructure, such as a program website; some administrative personnel may jointly support any nonprofit-related paperwork and administration alongside mentors and leadership.

Qualifications:

- Current undergraduate or beyond
- Passion for diversity and inclusion in science
- Cross-cultural humility and good interpersonal skills
- Some past experience with administrative work and/or website development (optional)
- Experience with fundraising and financial management (optional)
- Leadership skills

Leadership

All of our current leaders work on a voluntary basis. In order to build infrastructure for greater community support and funding, the leadership team is critical to our operation.

Program Director [New!]

Sci-MI is expanding. We want to reach students across disciplines, even beyond neuroscience. You will be responsible for shaping the future vision and mission of this organization by leading a program that reaches beyond neuroscience, such as chemistry, physics, economics, or ecology. We are seeking qualified and passionate individuals to direct these various branches in STEM.

Qualifications:

- Bachelor's or beyond
- Excellent leadership and communication skills
- Passion for STEM equity and education
- Long-term experience in STEM- and research-related pursuits (e.g. long-term experience working in a lab, teaching science, etc)
- Optional: experience with nonprofits and legal supports in developing an organization
- Optional: experience with fundraising and grant writing

Chief Diversity Officer [New!]

We value diversity, and we believe that diverse individuals must be represented in scientific leadership. We are looking for a Board member to join us as the Chief Diversity Officer in the Science Mentorship Institute to spearhead initiatives on addressing equity and diversity. We

need your support in building our organization to be a beacon that will never falter in its commitment to diverse communities across the world.

You will have the opportunity to serve as a board member of the nonprofit in this role.

Qualifications:

- Bachelor's or beyond
- Excellent leadership and communication skills
- Great passion for STEM equity and inclusion
- Long-term experience working with diverse communities
- Optional: experience with diversity-focused efforts in science

Chief Human Resources Officer [New!]

We are looking for individuals who are passionate about empowering mentors and staff to bridge the gap in scientific research. You will be a critical part of ensuring that our mentors and staff are equipped to serve equitably to all students. As a CHRO, your role will encompass supporting new mentors and staff, developing staff training curriculum, and overseeing distribution of stipends.

You will have the opportunity to serve as a board member of the nonprofit in this role.

Qualifications:

- Bachelor's or beyond
- Excellent leadership and communication skills
- Great passion for equity and inclusion
- Optional: experience with human resources

For any questions or more information, please contact hkim20@wellesley.edu.

For more information about the program, please visit sci-mi.github.io/nmp.html.

Program website: sci-mi.github.io