

2023-24 BPC Fellow Position Description

Position Summary: Illinois CS Broadening Participation in Computing (BPC) Graduate Fellows should be CS graduate students who are passionate about BPC. They will develop, implement, and evaluate departmental BPC initiatives that support populations that are underrepresented in computing. BPC Fellows will develop leadership skills and will gain experience with program administration, teaching, and mentoring. This is a 12-month position (summer, fall and spring semesters). BPC Fellows receive a 50% Research Assistantship (RA) from May 16, 2023 through May 15, 2024.

Major Duties and Responsibilities

Pedagogical and Supervisory Duties (50%):

- **Teaching:**
 - Assist with the CS Student Ambassadors/Research Scholars (CS STARS) program
 - Assist with the Course Assistant (CA) Training course
 - Serve as curricular lead for CS K-12 summer programming and CS Summer Kickstart Program
- **Student Staff Management:** Supervise 40+ CS STARS in their performance of recruiting, outreach and engagement activities and of staff of undergraduates supporting the CS Kickstart program.

Program Management (40%):

- **Program Development:** Enhance and support programmatic processes; lead development of CS STARS program and Illinois Summer CS Kickstart program.
- **Strategic Input:** Serve as a member of program management teams, assist in development of program policies, strategies, and procedures.
- **Evaluation:**
 - Develop and implement systems of evaluation for activities such as: CS STARS, CA course, CS Kickstart, and CS+X recruitment activities
 - Report on program growth to BPC Committee

Communications (5%):

- Assist in the development of and implementation of marketing materials and communications strategy for all BPC programs, including CS STARS, CA training, Summer Kickstart, and etc.

Other Duties (5%)

- Serve on BPC Committee
- Other duties as assigned

Qualifications:

- Experience:
 - One year experience working with diverse student populations. Experience can include teaching (all levels), outreach program management, student organization leadership/activities, or mentoring.

- Knowledge:
 - Demonstrated commitment to broadening participation in education and supporting students from diverse backgrounds
 - Demonstrated excellent listening, oral, organizational, and communication skills
 - Excellent leadership skills
 - Excellent communication skills
 - Ability to manage multiple projects

2023 [Application Link](#)