

**POSITION: MINETA SUMMER TRANSPORTATION
INSTITUTE PROGRAM COORDINATOR**

June 2019
Compensation \$7,500

Title: Program Coordinator
Start date: June 3, 2019
End date: July 1, 2019
Program dates: June 10-June 28, 2019; Monday- Friday; 8a.m.- 3:30p.m.
Compensation: \$7,500

About the Mineta Summer Transportation Institute: High school students who live in the San Jose, California area can learn about transportation careers through a free, three-week on-campus session at San Jose State University. The Summer Transportation Institute introduces students to principles of transportation systems development, construction, management, technology, intermodal systems, and environmental impact. Students come away understanding the career opportunities in the transportation industry, and they are encouraged to pursue college degrees that prepare them for transportation careers. This is a valuable opportunity for high school students whether they are interested in transportation or not. They earn **college credit**, are exposed to university life, and get an inside look at Bay Area businesses that impact the day-to-day activities of hundreds of thousands of people. The experiences alone are a monumental takeaway. For more information on the program, please visit: <http://transweb.sjsu.edu/education/summer-transportation-institute>

Position Summary: Coordinator within the Mineta Summer Transportation Institute, which includes

- Availability for the duration of the program
- Chaperoning students during field trips
- Managing student behavior during classes
- Collecting program materials and delivering them to/from MTI or SJSU
- Aiding/ delivering hands-on activities that enhance the student's learning experience
- Assisting in communication with parents/guardians as necessary
- Reporting to MTI's workforce development coordinator

Qualifications:

- Bachelor's degree in education, urban planning, recreation, environmental science, or equivalent
- Proven leadership skills with previous youth program experience
- Valid driver's license
- Ability to sit, stand and walk for long periods of time in order to fully participate in related field trips and classroom activities

Candidates should send in their cover letter, resume or c.v., and references to Dr. Hilary Nixon at hilary.nixon@sjsu.edu by April 30th, 2019.

MTI is an equal opportunity employer and makes no distinction between applicants for any reason, not race, religion, sex, sexual preference, age, ethnic origin, disability, etc. MTI desires and therefore actively recruits a diverse workforce that is in line with their core values: accountability, diversity, equality, integrity, and sustainability.