PROJECT
IGNITE

PROJECT ADVISOR RESPONSIBILITIES

Note: All dates and times are subject to change

OVERVIEW

The role of the Project Advisor is to facilitate the group of high school students to which they have been assigned. Advisors should not necessarily be the "leaders" of the project, but should instead help guide students through the project, particularly in areas where they may lack knowledge or understanding of how to proceed.

EXPECTATIONS AND TIME COMMITMENT

- Attend all general body meetings
- Facilitate project workshops for a group of 3-5 high school students for 3 hours weekly during the Spring semester from Monday, January 11th 2016 to Monday, April 11th 2016
- Plan a project for high school students during the Fall semester
- Be properly prepared for all workshops
- Attend the project presentation event at the end of April (date TBD)
- Apply for clearances

Project Advisors will be expected to attend all project workshops. We cannot stress enough how important it is that you be committed to attending these group meetings given how many people will be relying on you.

As part of your responsibilities, you will be expected to pair up with another Project Advisor (we'll facilitate this) and brainstorm a fun and exciting project that a high school student would be capable of doing and that you would feel comfortable leading. This may be a very general idea (ex: build a quadrotor), but you must be capable of defining a specific route this project could take and completing it yourself, provided sufficient time and resources.

CLEARANCES

All Project Advisors will need to get PA Criminal, PA Child Abuse, and FBI Fingerprint clearances in order to work with high schoolers. These clearances will be handled by the Human Resources Department at CMU. Project Advisors will also need to attend a training session at the Gelfand Center. Scheduling for getting clearances and training will be announced at a later time.

CONDUCT

An overview of how tutors should conduct themselves around students is available:

http://www.cmu.edu/gelfand/cmu-students/tutoring-guide/i-general-guidelines.html

Although Project Advisors aren't tutors specifically, these guidelines serve as excellent advice. Project Advisors should familiarize themselves with all sections (I - VI) on the website.