



GRADUATE COORDINATOR AGREEMENT TIMESTEP SUMMER 2025 TECH INTERNSHIP PROGRAM

The TIMESTEP Internship Program is designed to enhance the undergraduate education and career development of U of A STEM majors and strengthen their professional networks. The Graduate Coordinator (GC) serves as the primary point of contact for the student interns, and as the liaison between the Program Coordinator (PC) and student interns and company supervisors.

TIMESTEP expects that the graduate coordinator (GC) will:

- Work 2 - 3 hrs avg / week from **March 24th – Sep. 12th, 2025**
- Review reports/surveys and provide feedback to 4-5 student interns throughout the program to ensure a positive experience, via:
 - weekly, 1:1 in person or Zoom meetings
 - at least three in person or online team meetings (the first preferably in person to build rapport)
 - online surveys and check-ins
 - email/Slack communication
- Collaborate with the PC and interns to administer and retrieve all necessary forms and reports
- Provide guidance to interns on professional skills used in the workplace- communication, teamwork, time management, leadership, etc.
- Attend 3 workshops along with interns- generally one at the beginning, one at the midpoint, and one at the end of the internship (specific dates TBD)- to build skills, connect with TIMESTEP alumni, and become familiar with some of Tucson’s small business networks
- Participate in a mentor training workshop for our TIMESTEP leadership team (date and time TBD)
- Coach interns to prepare their final reports and presentations as part of a capstone TIMESTEP event in late August or early Sept 2025, and attend that event
- Provide feedback to the PC & evaluator to assist in improving the experience for the GCs and interns
- Provide a minimum of 2 weeks notice if unable to fulfill the position for the agreed upon time period

Graduate coordinator (GC) expects that TIMESTEP will:

- Pay a \$2000 stipend for the agreed upon work, to be distributed in two increments via the GC's Bursar's account. The payments are contingent upon successful completion of the above expectations. Feedback and specific steps to improve performance will be provided to any GC that is not meeting expectations.
- Provide comprehensive training and guidance on effective mentoring, the TIMESTEP internship process, and GC expectations
- Engage in regular check-ins to ensure the GC has all the resources needed to be effective
- Include the GC in the broader TIMESTEP community through other TIMESTEP events and online networks (ex. LinkedIn)
- Provide letters of recommendation on request, assuming satisfactory performance and engagement per above
- Provide mentoring during the service time with ongoing support afterwards

Printed name _____

Signature	Date	Student ID #