

TIMESTEP Leaders are a group of dedicated astronomy and physics undergraduate student volunteers who serve as peer mentors by leading meetings/discussions, assisting with TIMESTEP initiatives, facilitating a positive community that values diversity, and who help us improve the TIMESTEP program.

Your role as a TIMESTEP Leader

Support the goals of TIMESTEP:

- Create a community of support that is welcoming and embraces inclusivity, diversity, and accessibility in STEM fields
- Support activities aimed at increasing the retention and graduation rates of all students pursuing majors in astronomy and physics at the University of Arizona, particularly those who are historically marginalized

Commitment:

You will

- Lead, co-lead, and/or participate as a panelist in at least one TIMESTEP meeting during the academic year. Most meetings occur Wednesday evenings, starting with food and social time at 4:45, followed by the meeting that will end by 6:30.
Alternatively, you could be involved in other initiatives (not involving public speaking) that help to support student success in the astronomy and physics majors- see projects available below. These projects will require additional 1:1 or small group meetings with the TIMESTEP Leadership Team.
- Attend other TIMESTEP meetings, as your schedule allows. At these you will assist with a variety of tasks- setting up and serving food, leading activities to facilitate socializing during mixer events, taking photos or recording videos, cleaning up, etc. Attending a variety of meetings helps you learn about the different efforts to foster student success.
- Pursue other ways you may want to be involved, such as helping us showcase TIMESTEP at an outreach event on campus, presenting about your experience in a student group, visiting classes to advertise upcoming events, etc.

- Attend 2 TIMESTEP Leader meetings over the year to plan events for each semester, sign up for tasks, and build community within our team.
- Participate in a focus group for one meeting with our evaluator at the end of the school year to provide feedback on TIMESTEP and help us improve the program.

Projects available (may change each year):

- Updating our undergraduate research opportunities spreadsheet- This involves checking websites for program details and application due dates for a wide variety of REUs, internships, and other research programs. Most programs update their information in November and December, so that's when the most time will be spent on this task.
- Create a spreadsheet of scholarship opportunities available, with important details like eligibility, contacts, and deadlines.
- Help advertise TIMESTEP events to students. Visit classes to make announcements. We need one Leader to be the point person for Discord communication to send out meeting ads and reminders.
- Create a document about how to make the most of your summer REU/research. Interview students who did REUs or other summer research and synthesize the feedback into an informative document for students.
- Take photos or video at TIMESTEP events, both regular meetings and special events. Possibly create short advertisements or informative videos to share on the website.
- Help maintain the website. Assist with organizing and updating the website, which uses [Quickstart](#), U of A's web development framework.
- If you completed TIMESTEP's Research Apprenticeship, you can assist with any of the Friday afternoon meetings for the current cohort. A semester calendar of weekly topics will be available in early September. You can also help us advertise the program to students for the next cohort.
- If you completed TIMESTEP's Summer Tech Internship, you can assist with advertising the program for the next summer. This will include classroom visits in the spring semester.
- Co-host a guest speaker for a meeting with students. This is typically a colloquium speaker or visiting guest who is involved in DEI work and who would like to share their experiences with students. These meetings typically happen 1-2 times per semester and

are often in conjunction with [GEMS](#) (the Gender Minority group in Steward). This involves meeting the speaker to chaperone them to the meeting, attending the meeting, and walking them to their next engagement. It may also include a short tour of the library, Flandrau, or other area of interest.

- Assist with a diversity campaign in which important astronomers and physicists from diverse backgrounds, and who are often overlooked, are showcased. The group will decide how best to convey this information to students.

Benefits:

- Gaining skills in mentoring and supporting peers and more junior students, as well as program coordination
- An opportunity to provide feedback to improve the experience of students in astronomy and physics at UA
- Opportunities to network with faculty, researchers, staff, etc.
- Be part of a great community that will support you to reach your goals!
- Exposure via the website to document your leadership
- A leadership role to add to your CV