

FIRST Tech Challenge Student Assistant

The FIRST Tech Challenge program in Iowa depends on the organization of the Program Delivery Partner and support from University of Iowa student employees.

Major responsibilities include:

- Work with League administrators (LAs) to ensure hosts and teams are prepared to host meets.
- Help to plan and execute FTC events throughout the season, including workshops, Kick-Off events, league meets, League Tournaments, Super Qualifiers, and the Iowa Championship.
- Attend and actively participate in weekly team staff meetings.
- Availability on the weekends for event support, including, but not limited to Saturdays in the fall and most weekends in January & February.

Ideal candidates would be:

- FIRST Alumni – there is no better group who knows about FIRST than FIRST alumni.
- Candidates who have had their license or permit for three years and a clean driving record. We will be using University of Iowa Fleet Services vehicles to attend events and student employees will be driving.
- Candidates who are trust worthy and respect confidentiality of discussions in this office. Information discussed in the office cannot be shared with former team members/coaches, etc.
- Candidates who are timely for weekly “shifts” and events.
- Candidates who show Gracious Professionalism in their work and correspondence.
- Willingness to assemble competition fields and robots.
- Self-guided and independent worker.

Other important items:

- Attending classes and completing coursework is the most important thing as a student. If a student is on academic probation, their position as a FIRST Tech Challenge assistant may be in jeopardy.
- At the beginning of each semester, or the semester prior, we will work together to agree on a work schedule. This will include days of the week and times to work in the office. Once this is finalized, it is expected students fulfill the shifts as agreed upon. However, if a class assignment or group project is due, it is required you communicate your absence prior to your shift.
- Although there are computers available to use, student employees have found it beneficial to use their own laptops during work. However, this is not a requirement. We use the Google suite (gmail, docs, etc) to share documents amongst each other.
- Must pass University of Iowa Background Check, FIRST background check, University of Iowa Minors on Campus training and other required items for working with youth on campus.

General Cycle of Activities during an Academic Year

August	September	October	November	December	January
Off-season events. Employment begins on as the semester begins.	<ul style="list-style-type: none"> • Kick-Off event • League Admin training day 	<ul style="list-style-type: none"> • Help leagues coordinate meets. • Meets begin • Communication with Leagues 	Support League meets	Support League meets	Tournament season
School begins!			*Thanksgiving break!*	*Holiday break*	

February	March	April	May	June	July
Tournament season	Other projects	Other projects	Other projects	Off-season outreach events. Coach PD, Iowa State Fair, etc.	
	Spring break			*Summer break!*	

Other projects include items in which students will work on independently. These can include, but are not limited to: creating a database for FTC teams; sending out thank you cards to volunteers and coaches; developing a curriculum for outreach; organizing the storage room; and other items as assigned.

For more information, please contact Rebecca Whitaker, rebecca-whitaker@uiowa.edu