

Roles and Responsibilities of the Dream Team

- Engage with new students through virtual and onsite interactions offering advice and assistance with acclimating to the *MS PHD*'s culture.
- Manage onsite program activities and related logistics.
- Support staff and Program Mentors by facilitating communication of program expectations and desired outcomes.
- Prepare and present an abstract at the Phase I AGU Fall Annual Meeting.
- Prepare and present a poster at the Phase III in-house poster development session.

Specialist Roles: Each Dream Team member will be the leader of a specialist role and have one co-leader on their team. Then they will have the help of everyone on the team to achieve the goals so that no process is overwhelming. We agree with one past Dream Team member who warned against labeling. This leader-co-leader-team just ensures that someone has a grasp on all the elements involved with the role.

Cuisine Specialist:

- Coordinate Multi-cultural food festival including menus, shopping, food management, and music.
- Update the *MS PHD*'S Cookbook with new recipes from participants.
- Assist with catered meals.
- Organize clean-up crews.

Event & Transportation Specialist:

- Oversee field trips including "roll call" to make sure all participants are present and accounted for.
- Ensure the *MS PHD*'S community is aware of daily events.
- Answer questions; provide information to participants on event logistics including locations, directions, etc.
- Manage transportation needs including confirmation of bus routes, distribution of maps, etc.
- Ensure participants are aware of travel times.
- Work with staff to coordinate arrival/departure times for participants.

Virtual Community Specialist:

- Respond and facilitate Virtual Community Forum, Social Media, and *MS PHD*'S listserv within and among cohorts.
- Facilitate Gift postings by new mentees.
- Assist Cuisine Specialist with maintenance of the Community Cookbook.

Technical Specialist:

- Coordinate *MS PHD*'S mentee presentations.
- Select and support an undergraduate and graduate participant to moderate student presentations.
- Provide AV/Technical support for mentee presentations.
- Assist mentees with completing daily evaluations.

Logistics Specialist:

- Production of participant materials.
- Arrival "Meet & Greet" for participants – distribute participant materials.
- Brief Program Mentors on daily activities and responsibilities. Distribute Program Mentor materials.
- Help set-up rooms and ensure supplies and materials are available for *MS PHD*'S professional development activities.

Communications Specialist:

- Manage mass texting to all members of the cohort including administrators, staff, mentors, dream team and students.
- Mass texting is used to quickly remind participants of an upcoming program development activity, inform participants of agenda changes, or other communications as directed by program administrators, staff, and mentors.