**High School Mentor/Mentee Scope of Work**

Mentor Name: Valerie Bookwalter (bookwalt@jlab.org

Office Location: Test Lab (Bldg58/Rm2208)

Mentee name:

Mentee Jlab email:

Description of scope of work for mentee:

SRFOPS Pansophy Communications

The Thomas Jefferson National Accelerator Facility (Jefferson Lab) is seeking a student intern for a position in the Superconducting Radio Frequency (SRF) Department, Project Support Group (SRFPJS). The Department is responsible for the design, development and testing of superconducting accelerator hardware for accelerators around the world.  The Project Support Group provides QA and Software support for the SRF department. The software supported is an information system which is a critical element in the Project's Quality Assurance program and is the prime data collection and retrieval product utilizing web/database construction. In this ever growing system, communications has become priority and as such the online help system (FastTrack) and training modules need to be updated. The mentee will update utilizing basic HTML and web commands as well as updating PowerPoint training modules.

Location(s) of mentee’s workplace:

SRF TestLab (Bldg58)

Does the mentee need to have accelerator site access?

No

Instruments/equipment used by mentee:

Computer

Hazards:

ODH

RAD

Specific training for mentee that needs to be added to JTA:

ODH

GERT

Qualified Designated Alternate to support mentee in Mentor’s absence:

Megan McDonald (megan@jlab.org)

Other personnel who may work with the mentee:

Mike Dickey (mdickey@jlab.org)

\_\_\_\_Valerie Bookwalter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mentor Name (printed)

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Mentor Signature Date