

MARCH 2017
FLSA: EXEMPT
SALARY: GRADE T

CBA DESIGNATION: ACADEMIC MANAGEMENT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

DIRECTOR, STEM INNOVATION CENTER/MAKER SPACE
(HSI TITLE III/STEM GRANT)

BASIC FUNCTION:

Under the supervision of the President, and/or designated administrator, the Director provides leadership and administration for the successful implementation of the HSI Title III/STEM Grant; works collaboratively with faculty to create STEM CTE focused certificates and degrees; acts as a liaison to the targeted K-12 schools, colleges and universities; and enhances service to Science, Technology, Engineering, and Math (STEM) CTE programs and its participants.

SUPERVISORY RESPONSIBILITIES: Supervises and directs assigned support staff.

REPRESENTATIVE DUTIES (Illustrative Only):

1. Provides leadership and oversight for the implementation of the HSI Title III/STEM related grant activities and projects.
2. Develops and monitors project budget, supervise expenditures and maintain fiscal controls.
3. Directs the development/implementation of new instructional methodologies and curriculum. Facilitates the curriculum approval process with faculty.
4. Coordinates evaluation services; to include assessment, data collection, and analysis.
5. Completes and submits activity reports, mid-year reports, and annual performance report and represents and communicates the College's Title III/STEM initiatives to the community, project partners, and the research community.
6. Directs the hiring of Title III grant and STEM Innovation Center/Maker Space positions and supervises assigned staff and conducts performance evaluations.
7. Develops articulation agreements with partnering institutions and identifies and coordinates STEM CTE related faculty and staff training.
8. Coordinates visits and lectures by industry experts and clinicians and serves as a liaison with industry professionals and advisory groups.
9. Oversees the acquisition process of equipment, software, and hardware and develops operating procedures and maintains grant records as required by federal regulations.
10. Designs, develops and disseminates publications to promote the goals and objectives of the grant.
11. Makes presentations to faculty, staff and administrators about project activities and oversees the implementation of internal and external grant evaluations.
12. Prepares and submits annual performance report and serves on college committees as requested.

13. Serves as a member of the Management Leadership Association and maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility, through continued study and participation in professional organizations.
14. Performs other duties, related to the position, as assigned.

EDUCATION AND EXPERIENCE:

Education:

Master's degree from an accredited institution in Science, Technology, Engineering, Mathematics, or other STEM-related field is required. Master's degree from an accredited institution in a career technical education STEM-related field is desired.

Experience:

A minimum of two years of teaching experience is required. One year of formal training, internship, or leadership experience reasonably related to this assignment is also required. Experience in grant-funded project management at the federal and/or state level is highly desired.

LICENSES/CERTIFICATIONS: None

KNOWLEDGE OF:

- The mission of California Community Colleges;
- Federal grants, in particular regulations regarding grant expenditures and compliance (e.g. OMB Circulars, EDGAR, etc.);
- Teaching and learning strategies and experience in evaluation of those strategies;
- The curriculum process and ability to develop and implement credit and not-for-credit programs;
- Staff, organizational and developmental models, instructional technology and active learning strategies; and
- Innovative delivery techniques via technology for innovative planning, development and production of equality instruction.

ABILITY TO:

- Relate well and work effectively with students, faculty, staff, and business and industry representatives of diverse backgrounds;
- Work effectively in a participatory manner with all segments of the college community and community at large;
- Lead, implement and manage change;
- Interpret and uniformly implement district policies and procedures and the college bargaining agreements;
- Communicate effectively and persuasively orally, in writing, and using technology;
- Be sensitive to, and respect for the diverse academic, socio-economic, ethnic, gender, cultural, disability, religious background and sexual orientation of community college students, faculty and staff as well as commitment to integrating diversity in the College's instructional program;
- Apply an exceptional level of creativity and initiative.

CONTACTS: Administrators, faculty, staff, students, general public, vendors, other community colleges.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, please contact (951) 222-8595.