

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: STEM Services Developer

BASIC FUNCTION: Under the general supervision of the STEM Grant Director, the STEM Services Developer provides enrichment to educationally disadvantaged students in the areas of science, technology, engineering and mathematics (STEM). The STEM Services Developer supports academic development and provides services to Hispanic and low-income students to increase retention and transfer rates to four-year universities. In accordance with the U.S. Department of Education, Title III HSI-STEM grant organizes STEM related activities and provides participants with exposure to STEM related disciplines and careers.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee (s) and/or Work Study students.

DUTIES AND RESPONSIBILITIES

1. Develops all educational materials, flyers, brochures and application for the STEM program.
2. Develops, implements and coordinates outreach activities and all program activities for the STEM program.
3. Assists in the development and coordination of STEM related college and career fairs.
4. Assists in the selection, identification and screening of all program participants.
5. Prepares and conducts career, academic and personal development workshops.
6. Conducts recruitment activities, including college visits and presents presentations regarding programs and services.
7. Develops student orientation course and oversees student study center.
8. Coordinates and implements supplemental instruction and STEM tutorials.
9. Exposes students to STEM professionals engaged in applied research at post-secondary institutions.
10. Engage students in hands on activities in laboratory science and engineering.
11. Increases student participation in computer science, technology and engineering courses.
12. Provides student mentorship and internship opportunities with industry advisors in STEM disciplines.
13. Links students with professional organizations.
14. Collaborates with a variety of college support and academic services to maximize resources and services to students.
15. Assists in the development and implementation of programs designed to increase student success for underrepresented STEM students.
16. Provides follow-up and advocacy services for participants transferring to four-year post-secondary schools.
17. Provides students with professional development opportunities and assists participants with applications for financial aid and admissions to post-secondary schools.
18. Develops-electronic database, files, documents, and maintains student records.
19. Refers participants to community and social assistance agencies for additional support and services beyond the scope of the program.
20. Provides training for and supervises short-term employees and/or work study students assigned to work with program participants.
21. Participates in STEM related training programs.
22. Prepares and analyzes various reports.
23. Performs other related duties as assigned.

QUALIFICATIONS

EDUCATION: Bachelor's degree from an accredited institution is required in a STEM related discipline is desired. A master's degree or the equivalent combination of education and experience is preferred.

EXPERIENCE: Minimum of two years of experience coordinating and implementing programs designed to assist students to enroll in postsecondary education beyond community college. Experience working with students from diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds.

LICENSE/CERTIFICATION REQUIRED: Must have a valid California driver's license and have (and maintain) an insurable driving record acceptable to the District's insurance carrier.

KNOWLEDGE OF: Computer skills in Microsoft Office are required.

ABILITY TO: Teach; take directions; engage in creative problem solving; prioritizing; work independently and effectively with a diverse, multicultural environment; establish and maintain effective customer service towards all persons contacted during the course of job; have organizational skills and initiative; communicate effectively both orally and in writing and relate on a personal level with students college personnel.

OTHER: Candidate must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS: College students, staff, faculty, community agencies, students and the general public.

PHYSICAL EFFORT: Requires the ability to exert some physical effort, such as walking, standing and light lifting; dexterity in the use of fingers, limbs and body in the operation of office equipment. Tasks require extended periods of time at a keyboard.

WORKING CONDITIONS: Provide academic and personal advice in a noisy work environment with many interruptions; organize and implement field trips; and organize and implement academic and non-academic components of the STEM grant.

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, contact (951) 222-8039.