STEM PROGRAM COORDINATOR

BASIC FUNCTION

Provides enrichment to educationally disadvantaged students in the areas of science, technology, engineering, and mathematics (STEM); supports academic development and provides services to a diverse range of low-income students to increase retention and transfer rates to four-year universities; coordinates day-to-day program operations, events, and projects; serves as a liaison between the District and other educational institutions (K-12, colleges, and universities) and/or industry professionals.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for providing professional level support to the District's STEM program development and implementation. Incumbents regularly work on varied and complex tasks requiring considerable discretion and independent judgment. Employees in the classification rely on experience and judgment to perform assigned duties and implement program activities. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Provides highly technical support in the development and implementation of programs designed to increase student success for underrepresented STEM students.
2. Coordinates and organizes day-to-day operations of the STEM program including assistance with grants, supplemental instruction programs, and other forms of instructional and student support services; collaborates with faculty and staff to carry out program initiatives and projects.
3. Develops, implements, and coordinates outreach activities for the STEM program including college tours, field trips, academies, summer programs, and college career fairs.
4. Provides program educational materials, publications, and website content including brochures, flyers, and newsletters to be disseminated to District personnel, community, and local school districts.
5. Conducts recruitment activities, including college visits and delivers presentations regarding programs and services; assists in the selection, identification, and screening of all program participants; participates in the interviewing component of the hiring as assigned.
6. Prepares materials and conducts career, academic, and personal development workshops; develops student orientation courses, reviews, and assists students with resumé preparation and application submission, and conducts mock interviews; provides guidance with requesting letters of recommendation from faculty and mentors.
7. Increases student participation in computer science, technology, and engineering courses; engages students in hands-on activities in laboratory science and engineering; provides student mentorship and internship opportunities with industry advisors, organizations, and alumni in STEM disciplines.
8. Provides students with access to STEM professionals engaged in applied research at post-secondary institutions; coordinates with faculty to work with students on projects and competitions.
9. Provides students with professional development opportunities and assists participants with applications for financial aid and admissions to post-secondary schools; conducts follow-up and advocacy services for participants transferring to four-year post-secondary schools.

10. Collaborates with a variety of college support and academic services, STEM coordinators at various higher education institutions, and the local community to maximize resources and services to students; refers participants to community and social assistance agencies for additional support and services beyond the scope of the program.
11. Assists in developing surveys and other assessment measures and works with department staff on generating and developing reports.
12. Coordinates communications and workflow between various staff shifts and ensures time sheets are completed accurately; provides training for short-term employees and/or work-study students assigned to work with program participants.
13. Assists with the development of STEM Advisory Boards and their members; assists in planning and coordinating STEM Advisory Board meetings.
14. Participates in District-provided in-service training programs.
15. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. STEM program offerings related to the attraction and retention of educationally disadvantaged students to accomplish their academic success.
2. Methods and techniques of preparing materials and delivering workshops on topics related to STEM program offerings.
3. Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
4. Transfer and general education requirements for a diverse range of educational institutions.
5. Marketing and event promotion methods.
6. Methods and techniques of assessing and selecting students for STEM program participation.
7. Methods and techniques of preparing materials and conducting workshop sessions.
8. Methods and techniques of eliciting program support from employers and STEM subject matter experts.
9. Research principles and practices.
10. Mathematical skills.
11. General business office administrative procedures.
12. Recordkeeping principles and practices.

Ability to:

1. Provide specialized support to the District's STEM program.
2. Relate well and work effectively with students, faculty, staff, and business and industry representatives of diverse backgrounds.
3. Work effectively in a participatory manner with all segments of the college community and community at large.
4. Utilize innovative techniques in planning, developing, and supporting quality STEM programs.
5. Understand, interpret, and apply mandated and District policies, rules, and regulations in assigned program areas.
6. Maintain an understanding of current STEM ideas, research, and best practices pertaining to the areas of responsibility, including but not limited to learning resources.
7. Coordinate and implement programs designed to assist students in enrolling beyond community college and assist students in navigating through the transfer student process.
8. Assist program participants in developing career and educational goals, enroll in classes, and apply

for further education and internships.
9. Host and conduct workshops designed to facilitate student success in STEM program services and offerings.
10. Collaborate with employers and STEM subject matter experts to provide students access to these groups.
11. Coordinate outreach activities including career fairs, college tours, and related methods.
12. Follow through with transfer students to ensure they are on track with academic progress.
13. Prepare educational information materials such as flyers, newsletters, and related documents.
14. Establish and maintain filing, recordkeeping, and tracking systems.
15. Maintain confidential and comprehensive files and records.
16. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
17. Exercise independent judgment within general policy and procedural guidelines.
18. Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
19. Communicate clearly and concisely, both orally and in writing
20. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
21. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
22. Provide efficient, high-level customer services to the public, vendors, contractors, and District personnel.

Education and Experience:

A bachelor's degree in a STEM related discipline and two (2) years of experience in academic programs that increase student transfer rates beyond community college to higher education institutions; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, with no direct exposure to hazardous physical or chemical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.