



**Position Title:** Coordinator, V-Coach for STEM  
**Reports To:** Project Director  
**Department:** Project V-Coach  
**Prepared By/Date:** Jennifer C. Brito/9-2008  
**Approved By/Date:** Dr. Maria Ileana Garcia/08-24-2011  
**Revised:** Donna French/08-18-2011

**Job Code:** 0136  
**Job Group:** PEC  
**Salary Grade:** 15  
**FLSA Status:** Exempt

### **Summary:**

The Coordinator of Project V-Coach for STEM (Science, Technology, Engineering and Math) will assist the Project Director with implementation of the five-year, grant-funded "Project V-Coach." This individual will report to the Project Director and work as a team with other Project V-Coach staff, Hialeah Campus (HIA) leaders, faculty, Student Services staff, consultants, and other Miami Dade College stakeholders in the advancement of the Project.

### **Essential Duties and Responsibilities:**

- Develops and implements grant-related STEM outreach, advisement, student life, retention, transition, and career activities (in coordination with HIA Student Services personnel)
- Establishes strong networks with local high school counselors and administrators to increase Hispanic graduation and college enrollment rates (in coordination with HIA Student Services personnel)
- Designs and implements the STEM Summer Academy
- Develops and implements on-campus and off-campus STEM awareness campaign
- Develops and oversees implementation of STEM learning communities (in collaboration with Academic Chairpersons and faculty)
- Designs and implements STEM SLS course (in collaboration with HIA Academic Chairpersons and faculty)
- Supports development and assessment of STEM Learning Outcomes, including training for faculty and tutors
- Develops STEM Service Learning activities (in collaboration with HIA Service Learning personnel)
- Advises students in STEM fields and develops Individual Education Plans (in collaboration with HIA Student Services personnel)
- Documents all program activity and reports progress to the Program Director
- Participates in relevant campus and college subcommittees
- Complies with all college policies and procedures, as well as State and Federal regulations
- Performs other duties as assigned

### **Knowledge, Skills and Abilities:**

- Knowledge of STEM disciplines and careers
- Knowledge of Learning Outcomes development and assessment
- Knowledge and familiarity with student services processes (e.g., outreach, advising, recruiting, retention, career services)
- Knowledge of student engagement and active learning strategies
- Skill and proficiency in MS Office and use of educational technology tools
- Excellent interpersonal and communications skills
- Ability to work effectively with multiple constituents, departments, and organizations

- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's Degree in appropriate field with six (6) years of related experience (combined or total) in project management, teaching, or student services; or Master's degree in appropriate field and two (2) years of related experience

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name