



Position Title: STEM Grant Student Support and Community Outreach Coordinator
Reports To: Director, Title V- STEM- FYE
Department: Academic Affairs
Prepared By/Date: Guillermina Damas/10-13-2010
Approved By/Date: Monica Minchala/06-13-2011
Revised: Donna French/06-13-2011

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

Summary:

The STEM (Science, Technology, Engineering, and Mathematics) Student Support and Community Outreach Coordinator will plan, develop, and administer a Summer Bridge Program and implement career services. This individual will also mentor, tutor, and advise students.

Essential Duties and Responsibilities:

- Expands current summer bridge programs for first-time-in-college students
- Develops and implements STEM-related community outreach targeting non-traditional students
- Trains and coordinates joint faculty-student services personnel for improved advisement in STEM FYE
- Mentors, tutors and advises students in the STEM Student Success Center
- Establishes a permanent joint Academic Affairs-Student Services Committee for STEM FYE
- Develops and implements plans for student recruitment and retention
- Establishes student databases, internships, and job placements to meet program goals and grant reporting requirements
- Identifies and works with employers to establish outreach activities and employer pipelines for students
- Coordinates collaborative efforts with Miami Dade County Public Schools
- Assesses student retention and identifies need for interventions
- Monitors and documents project progress
- Provides opportunities for engagement strategies into target STEM pedagogy
- Assists in the project evaluation
- Serves on College committees
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and understanding of college career services and College-wide policies and procedures
- Knowledge and proficiency in Microsoft Office applications
- Strong understanding of support programs and ability to make proper referrals
- Strong oral and written communication skills, strong interpersonal skills and quantitative skills
- Strong organizational, time management, and team-building skills; proven negotiation/consensus-building skills
- Skilled in serving multi-cultural, socially, and disadvantaged populations
- Ability to maintain a flexible work schedule that may include working nights and weekends
- Ability to work effectively in a multi-ethnic and multi-cultural environment

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 sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

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.

- Master's degree in a STEM field discipline and two (2) years of practical work experience in community outreach programs or education; or Bachelor's degree in STEM field with six (6) years of practical work experience in community outreach programs or education
- Experience serving multicultural, socially, and disadvantaged populations

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name