



Position Title: Instructional Manager
Reports To: Director of Environmental Sciences Grant Program
Department: Project Puentes
Prepared By/Date: Jennifer C. Brito/5-28-2009
Approved By/Date: Edward Thomas/5-28-2009
Revised:

Job Code: 0145
Job Group: PEC
Salary Grade: 15
FLSA Status: Exempt

Summary:

Coordinates activities with the Grant Activity Coordinator and staff for Project Puentes. This position is responsible for direction of student recruitment, retention, internship development, and student/faculty research development.

Essential Duties and Responsibilities:

- Facilitates the development of CCRAA Environmental Sciences degree program.
- Work closely with College staff to lead development of lecture and laboratory instructional methods, integration of Library resources, application of new instrumentation, and development of student research initiatives in the environmental sciences.
- Creates new and revises existing environmental curricula in conjunction.
- Coordinates collaborative efforts with the University of Puerto Rico to development faculty and student research initiatives.
- Assists in the project evaluation.
- Organization of videoconference seminars in environmental sciences between MDC and UPR.
- Participation in science outreach events to local schools, including college fairs and school visits to MDC.
- Helps organize faculty research exchange opportunities to UPR, and assist faculty in continuing research at MDC.
- Coordinates information sessions and individual advising for students already enrolled in the environmental studies major or considering the major.
- Assists with activities to extend and expand current program scope.
- Serves on Campus and College committees.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Must have excellent written and oral communication skills.
- Must be computer literate with exceptional and interpersonal skills.
- Must be able to work a flexible schedule which may include nights or weekends, and also may include teaching in off-campus locations and outreach centers.
- 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.

- Masters degree in Environmental Sciences and two (2) years of related experience or a Masters degree with a minimum of 18 graduate credits in Environmental Sciences or a closely related field and two (2) years of experience. Three (3) years work experience in an academic or industrial laboratory setting.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name