



Position Title: STEM-TRAC Coordinator
Reports To: STEM-TRAC College-wide Director
Department: School of Science
Prepared By/Date: Donna French/10-13-2011
Approved By/Date: Dr. Heather Belmont/10-14-2011
Revised:

Job Code: 0710
Job Group: PENC
Salary Grade: 13
FLSA Status: Exempt

Summary:

This position is responsible for providing students with services and resources to enter and complete educational opportunities in STEM fields and attain a four-year degree. Coordinator will help develop and implement plans for student recruitment and retention in STEM; will prepare individual educational plans for each of the program participants. Coordinator will also provide individual and group advisement to participants and coordinate PLTL program for this multi-campus project.

Essential Duties and Responsibilities:

- Assists Program Director with the program implementation
- Works closely with local high schools to develop assessment and support materials to enhance participation in the STEM programs
- Provides academic and career advisement for new, transfer, and transient students
- Develops career goals advising tools for STEM majors
- Collaborates with grant partners and oversees enrollment and participation in the grant activities
- Develops and facilitates workshops related to academic advisement, career exploration, transfer process and STEM employability skills
- Assists Program Director to ensure that the program efforts comply with the requirements of the different funding sources
- Hires, supervises, and evaluates part-time support personnel for the program
- Assists in writing reports; administers and manages program funding
- Assists with project evaluation
- Serves on campus and college-wide committees
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Possess excellent written and oral communication skills
- Possess exceptional organizational skills
- Ability to demonstrate leadership and supervisory skills
- Knowledge and proficiency in Microsoft applications
- Ability to work a flexible schedule which may include evening or weekend assignments
- Ability to provide own transportation and to travel amongst campuses
- Ability to work well 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.

The employee must occasionally lift and/or move up to 10 pounds.

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 or Counseling, Social Work, Advisement or Education; or Bachelor’s degree in a STEM field or Counseling, Social Work, Advisement or Education and four (4) years of related experience in student academic advisement and under prepared and limited language proficient students

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name