



Position Title: Part-Time STEM Recruitment Specialist

Job Code: 8227

Reports To: Department Chair

Grade: HI

FLSA: Exempt

Job Description:

The Part-Time STEM Recruitment Specialist provides a broad range of support services to students participating in ¡SI PUEDO! STEM Fellows Program. The position serves as an educational advocate for students of the program.

Duties & Responsibilities:

- Assists with the grant program's overall recruitment and retention strategies
- Actively recruits students from local high schools and within the College to the STEM Fellows Program
- Provides student with educational and career coaching
- Communicates with faculty, advisors and tutors to ensure student progress
- Serves as student coach and mentor
- Coordinates activities with program staff at St. Thomas University
- Coordinates with student services personnel, academic advising, ACCESS services, testing, student life and career services to identify resources and other support for students
- Serves as a role model and motivates student to achieve academic goals
- Performs other duties as assigned.

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree required from a regionally accredited institution with college credits in science and/or math courses
- Three (3) years of related experience
- Must have excellent organizational and interpersonal skills
- Must demonstrate cultural and linguistic sensitivity to members of a diverse society
- Computer literacy with the ability to create and use databases and spreadsheets
- TEMPORARY FUNDED POSITION

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name