



JOB DESCRIPTION

JOB TITLE: STEM Honors Program Coordinator	FLSA: Exempt
Department: NSF HSI Grant	Date: 12/14/21
Security Sensitive: Yes	Grade: C-41
Reports To: Director of NSF HSI Project	

Job Summary:

Under general supervision of the Director of NSF HSI Projects, the STEM Honors Program Coordinator will work as part of the NSF HSI project team to coordinate activities of the STEM Honors Program and to provide oversight of the STEM Honors Students, the honors point system, undergraduate research experiences and other co-curricular activities, and NSF scholarships.

Essential Functions

- Works as part of the NSF HSI project team to accomplish goals of the NSF HSI project;
- Oversees daily implementation of the STEM Honors Program;
- Works closely with the STEM Transfer Student Success Advisor for development of a *Unified Community of Support (UCS)* and for proactive & intrusive coaching of STEM students;
- Works closely with NSF HSI project PI and Division Director regarding STEM Honors Program and NSF Scholarships;
- Coordinates with STEM Faculty Mentors regarding the honors point system and co-curricular activities such as undergraduate research experiences;
- Coordinates student mentoring and co-curricular activities with STEM Faculty Liaisons at partner universities;
- Supervises Peer Tutors (part-time student workers);
- Maintains Honor point records;
- Maintains NSF Scholarship records;
- Organizes and execute STEM co-curricular activities;
- Co-develops and co-teaches the STEM Discovery Seminar (one-hour seminar);
- Tracks all STEM transfer students after transfer to completion of a degree and/or career placement;
- Collaborates with IT and Instructional Technologist to implement student dashboard technology;
- Creates resources to facilitate STEM transfer as part of a Pathways Advising System;
- Assists Project Director in project evaluation and data-supported initiatives;
- Maintain confidentiality of information exposed to in the course of business regarding students, supervisors, or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Abilities

- Bachelor of Science plus 18 or more graduate level hours in a STEM-related field or an equivalent combination of education and experience;
- Min. two years' experience in STEM course development, instruction of STEM-related classes at a post-secondary level, or coordinating student organizations;
- Field or research experience in STEM or STEM education;
- Experience supervising student-workers;
- Experience working with minority or disadvantaged student populations;
- Prioritize diversity, equity, and inclusion regarding your support of students' success;
- Strong communication and organizational skills;
- Strong interpersonal skills;
- Ability to work within a team environment using collaborative approaches;
- Ability to foster partnerships to promote quality in education.

Preferred Education, Skills and Abilities

- Able to speak English and Spanish proficiently;
- Prior experience with STEM transfer students and facilitating students' transfer success;
- Demonstrated ability to develop relationships across departments and institutions for the purpose of creating collaboration;
- Prior experience conducting professional development for teachers or faculty;
- Demonstrated ability to learn and adopt new technologies and instructional strategies in an efficient and productive manner;
- Experience conducting evaluation or research on the effectiveness of educational interventions.

Work Environment / Physical Requirements

- Work primarily in a climate controlled environment with minimal safety/health hazard potential, but sometimes stressful conditions;
- Work requires sitting, frequent near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical activities.

Special Requirements

- Subject to a criminal background check prior to employment;
- This is a grant-funded five-year project. Employment is contingent upon funding.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date