

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

STEM GRANT AND CENTER COORDINATOR

Salary Range -20

BASIC FUNCTION:

Under the direction of the Dean of Mathematics, Sciences and Engineering, assist in planning, organizing and coordinating the operation and administration of the STEM grant program; perform a variety of STEM related assessment, planning and exploration services for students; train and provide work direction to assigned personnel.

REPRESENTATIVE DUTIES: *E = Essential duties of the position*

- Plan, organize, coordinate, and oversee the daily operation of the STEM Center and grant activities and events, provide work direction guidance for assigned personnel and student workers responsible for providing services to students. *(E)*
- Assist students in the use of available resources to research STEM career and educational opportunities available through higher education, internships and other training programs. *(E)*
- Instruct others in the use of Web-based career resources and print materials available through the STEM Center. *(E)*
- Oversee compilation and maintenance of statistical data and records related to STEM grant and Center usage and workload. *(E)*
- Maintain and coordinate schedules and calendar of events hosted or conducted by the STEM grant program; conduct tours of the STEM Center and other campus STEM facilities. *(E)*
- Plan, organize, and coordinate STEM career days and other related events to promote student awareness and exploration of STEM occupational opportunities. *(E)*
- Assist students in selecting and completing career inventories for STEM career exploration and decision- making in concert with counselors and instructors, to define educational pathways leading to completion of STEM career goals. *(E)*
- Make recommendations for improving and expanding the activities of the STEM Center. *(E)*
- Maintain a current library of hard copy and internet resources on STEM career opportunities, trends, training, and higher education opportunities. *(E)*
- Prepare and deliver presentations to describe and publicize STEM Center programs, events, activities, and services; prepare and disseminate Web-based and print media flyers, newsletters, correspondence, and other materials describing STEM Center programs, event, activities, and services. *(E)*
- Assist in selecting STEM Center student assistants.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in a STEM discipline **OR** an AA/AS in a STEM field and with two years of increasingly responsible clerical and office coordination experience in an educational setting.

KNOWLEDGE OF:

Academic disciplines embraced by STEM education.

Contemporary office procedures including scheduling, word processing, spreadsheet development, bookkeeping and data base management using Microsoft Office.

Best practices and procedures for effective outreach and public relations.

ABILITY TO:

Develop and provide STEM career information and materials for students, faculty and staff.

Compose correspondence independently; communicate effectively using all methods of communication.

Establish effective work relationships with transfer universities and colleges and other student service departments and academic areas.

Compile and verify data and prepare statistical reports.

Learn and apply applicable federal, state and local codes, laws and regulations.

Deal tactfully and courteously with students and the public.
Advertise and promote STEM career services and program activities and events.
Work independently with little direction.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides work direction to hourly and student workers and community volunteers.

CONTACTS:

Deans, Co-workers, other departmental staff, academic division, students, general public and other outside agencies.

PHYSICAL EFFORT:

Requires the ability to exert some physical effort, such as walking, standing and light lifting; dexterity in the use of fingers, limbs and body in the operation of office equipment. Tasks require extended periods of time at a keyboard.

WORKING CONDITIONS:

Office setting with constant student traffic and frequent interruptions.