
Job Title	Program Coordinator, MARC program
PVN ID	BK-1806-002549
Category	Clerical/Office Services
Location	BROOKLYN COLLEGE
Department	CASE
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Aug 12, 2018 (Or Until Filled)

General Description

Brooklyn College MARC Program Coordinator (*Position Available Immediately*)

The NIH Maximizing Access to Research Careers (MARC) program at Brooklyn College is seeking a new MARC Coordinator. MARC is an honors-level program for juniors and seniors interested in STEM careers, funded by the NIH. The goal of the MARC program is to develop the talent of under-represented students who are interested in completing research doctorates in areas of research supported by the NIH. Our program has just been refunded for 5 years, and we are seeking a new program coordinator. The Coordinator works with the MARC Program Director to plan and execute all phases of the MARC program.

Other Duties

Duties include but are not limited to:

- Recruitment of the most qualified students for the program
- Planning and delivering professional development activities for MARC students
- Providing academic and other counseling for MARC students
- Developing and assisting a cadre of excellent MARC faculty mentors
- Helping students to apply to and enter summer externship placements, graduate programs, and post-baccalaureate programs
- Preparing reports for the NIH and Brooklyn College on MARC activities
- Enrolling students in the NIH X-Train database
- Maintaining financial and administrative records for the program
- Updating the program database on progress and accomplishments of former MARC scholars
- Supporting student attendance at professional conferences such as ABRCMS and others
- Working with other STEM diversity programs to plan and supervise the Annual Brooklyn College Science Research Day

- Serving as a liaison with other Brooklyn College undergraduate STEM programs in the Center for Achievement in Science Education
- Working collaboratively with programs at New York City and other institutions awarding doctoral degrees to develop and recruit students to doctoral training

Qualifications

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Required: A strong commitment to the goals of the national MARC program; demonstrated success in working with under-represented undergraduate students; strong organizational skills including familiarity with program administration and working with budgets; excellent teamwork and collaboration skills; confident public relations and interpersonal skills; effective oral and written communication skills; at least a master's degree in a STEM area.

Desirable: Strong computer skills in all components of the Microsoft Office Suite, including Word, Excel, and Access; excellent attention to detail; experience with social media; knowledge of the relevant literature on developing successful individual and programmatic outcomes in interventions to diversify STEM; ability to develop and implement short and long-term goals; initiative and judgment to independently problem solve and prioritize.

Compensation: Salary commensurate with experience within the budget constraints of the current award. The position is on a grant-funded program administered by the Research Foundation of CUNY, which offers an excellent benefits package.

When applying, please include a cover letter describing qualifications for the position, a full academic resume, and the names of at least three references