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<b>Job Title</b>	Program Coordinator, Peer Assisted Team Research (PATR) prog
<b>PVN ID</b>	BK-1808-002661
<b>Category</b>	Clerical/Office Services
<b>Location</b>	BROOKLYN COLLEGE
<b>Department</b>	CASE
<b>Status</b>	Full Time
<b>Hourly Rate</b>	\$25.00-\$30.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 10, 2018 (Or Until Filled)

## General Description

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**Brooklyn College Peer-Assisted Team Research Coordinator (available immediately)** The Peer-Assisted Team Research (PATR) program at Brooklyn College is seeking a new Coordinator. PATR, funded by the NSF, is a team-based method that allows undergraduate students, particularly under-represented students and those in the first two years of college who rarely have the opportunity to do faculty-mentored research. PATR allows students to experience, plan, and carry out simple ‘low-stakes’ studies to participate in the entire research process with the direction of a trained peer leader. Results show PATR leads to improved science self-efficacy and both greater interest and confidence in doing further research in faculty labs. For the past few years, PATR has been tested at several colleges in the CUNY system, and a curricular model has been established and tested. PATR has at least one year of funding left, and could qualify for a no-cost extension for another year, as well as a new proposal to the NSF depending on demonstrated successes. The PATR Coordinator will work with the grant’s PI to plan and execute all goals of the PATR program.

## Other Duties

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***Duties include but are not limited to:***

- Developing new PATR research modules and extending/modifying current modules
- Developing and cultivating relationships with faculty and program staff at Brooklyn College and other institutions who agree to use PATR to provide research experiences for undergraduate students
- Providing training and support to faculty and others who are utilizing PATR in various ways
- Preparing reports on PATR activities for the NSF and Brooklyn College
- Analyzing quantitative and qualitative data to measure program effectiveness
- Maintaining financial and administrative records for the program, including a database on progress and accomplishments of PATR participants.

- Working with other STEM diversity programs on the Annual Brooklyn College Science Research Day
- Collaborating with other Brooklyn College undergraduate STEM programs in the Center for Achievement in Science Education
- Updating the PATR website and giving research presentations on PATR to various audiences

## Qualifications

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### ***Qualifications:***

**Required:** A strong commitment to the goals of PATR; demonstrated success in working with underrepresented undergraduate STEM 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 a minimum, a bachelor's degree in a STEM area and some teaching experience.

**Desirable:** Some graduate training and/or a graduate degree in a STEM area; 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 and faculty contacts within the CUNY system; a passion for scientific research and increasing access to science for under-represented students; ability to develop and implement short and long-term goals; initiative and judgment to independently problem solve and prioritize.