
Job Title	Coordinator
PVN ID	BK-1909-003266
Category	Managerial and Professional
Location	BROOKLYN COLLEGE
Department	Psychology
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 15, 2019 (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 finished the first year of 5 years of committed funding. We are seeking a new Program Coordinator to work with us on this successful program. The Coordinator works with the MARC Program Director and staff of related programs funded by the NIH and the NSF to plan and execute all phases of the MARC program. These 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
- Serving as a liaison with other Brooklyn College undergraduate STEM programs in the Center for Achievement in Science Education, an umbrella organization for several of our funded programs for STEM.
- Working with other STEM diversity programs to plan and supervise the Annual Brooklyn College Science Research Day and other activities run by 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

Other Duties

Qualifications

Qualifications:

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.

To apply: Upload a cover letter describing qualifications for the position, a full academic resume, and the names of at least three references.