

<b>Job Title</b>	Research Outreach Coordinator (ROC)
<b>PVN ID</b>	JJ-1508-000661
<b>Category</b>	Research
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
<b>Department</b>	PRISM
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$25.00-\$30.00
<b>Hour(s) a Week</b>	18.00-19.00
<b>Closing Date</b>	Oct 09, 2015 (Or Until Filled)

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## General Description

The Program for Research Initiatives for Science & Math (PRISM), an award-winning undergraduate research mentoring program at John Jay College (JJC) of the City University of New York is looking for a Research Outreach Coordinator (ROC) to help manage and implement activities designed for undergraduate science researchers. This position reports to the PRISM Coordinator and Program Directors who manage the outreach of the program to community college students within the CUNY system. Primary responsibilities include offering students guidance, support, and resources that will help them achieve success in college. Toward this end, the ROC will organize workshops, field trips, lab tours, seminars, and other events at the College; he/she will serve as a liaison with our community college partner institutions engaging students at those institutions to participate in research and articulate to JJC; she/he will track the participation and completion rates of students, and perform other tasks as needed.

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## Other Duties

- Liaise with five partnering community colleges to make the targeted student populations aware of an existing articulation agreement with the JJC science programs.
- Organize science outings each semester, with behind-the-scenes programming and presentations, for community college and JJC students.
- Coordinate with JJC faculty to schedule laboratory tours for community college students, as well as coordinate/participate in their implementation.
- Develop and implement strategies for recruiting new students both CUNY Justice Academy (CJA) and John Jay underclassmen into PRISM, with an emphasis on Latinos/as and other students underrepresented in STEM disciplines.
- Work with partnering institution representatives to identify students whose research may warrant inclusion in the annual PRISM Research Symposium.
- Lead the organization of the annual PRISM Research Symposium at JJC.

- Develop and write materials for the PRISM website and e-newsletters on student/faculty activities, as well as assemble/disseminate outreach materials for PRISM.
- Track students' progress and performance for reporting purposes

## Qualifications

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- Undergraduate degree in a science field, with preference for someone who has science research experience at the Masters or PhD level
- A background in community outreach and program coordination
- Excellent organizational skills, and the ability to multi-task
- Refined written skills and articulate public speaking ability
- Enthusiasm and flexibility
- Experience cultivating relationship with students, and a strong commitment to Hispanics and other disadvantaged groups
- Experience managing budgets and event planning

### About PRISM

PRISM is located at John Jay College near Columbus Circle in the heart of Manhattan, NYC. The Program trains and mentors undergraduates in an effort to promote their pursuit of post-graduate education and careers in the sciences. Founded in 2006, PRISM is funded by the U.S. Department of Education, the National Science Foundation, and the New York State Education Department. In 2011, the Program was recognized for having a national impact on promoting the entry of disadvantaged students into the science when it was presented with a Presidential Award for Excellence in Science, Mathematics, and Engineering Mentoring by President Barack Obama.

### About John Jay College

John Jay College of Criminal Justice, an urban public institution, is the largest Hispanic serving four-year college in the northeastern United States. Located steps from Lincoln Center at the cultural heart of New York City, the college offers bachelors and master's degrees and participates in the doctoral programs of the Graduate School of the City University of New York. The College is an equal opportunity employer.

### How to Apply

To apply, visit [rfcuny.org](http://rfcuny.org) and click on About RF, then Careers to upload a cover letter describing qualifications and interests, resume, and three job references **AND** email your cover letter, resume, and three job references to [prism@jjay.cuny.edu](mailto:prism@jjay.cuny.edu)

Applications received before September 15th will be given preference. This is a part-time position, with an expected commitment of 19 hours/week at a pay rate of \$25-\$30 per/hour commensurate with experience.

