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Job Title	STEM Assistant Director
PVN ID	LA-1710-002114
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	Academic Affairs and Center for Teaching
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Dec 02, 2017 (Or Until Filled)

## General Description

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LaGuardia Community College invites applications for an important new position, assisting with the coordination, leadership, and evaluation efforts of a dynamic educational change initiative, building STEM success for Hispanic, immigrant, and other “under-represented” students.

Supported by major grants from the US Department of Education, *STEM-CONNECT* empowers LaGuardia and two CUNY partners (York College and New York City College of Technology) to build “**guided transfer pathways**,” strengthening STEM education at LaGuardia and supporting students from admission to transfer success. To increase the numbers of students earning BS degrees, the project will:

- 1) Connect high school and other pre-college students to college, via a STEM pipeline;
- 2) Engage students with High-Impact Practices, including STEM-focused First Year Seminars, learning communities, undergraduate research, ePortfolios, and Capstone courses
- 3) Build model STEM transfer partnerships and shared advisement with two CUNY four-year colleges.

Working with the Associate Provost for Academic Affairs and the LaGuardia Center for Teaching and Learning (CTL), the Assistant Director will liaise with project partners and help lead program-related professional and curriculum development. This position also coordinates evaluation activities related to the STEM pipeline, improved advisement, innovation in co-curricular engagement, ePortfolio learning, and model transfer partnerships in STEM.

Located in Long Island City, Queens, LaGuardia Community College was founded in 1971 as a bold experiment in opening the doors of higher education to all; we proudly carry forward that legacy today. Serving 50,000 students annually, many of them immigrants and more than 2/3 coming from families that earn \$25,000 or less, LaGuardia is a nationally recognized leader among community colleges for boundary-breaking success educating underserved students. Visit [www.laguardia.edu](http://www.laguardia.edu) to learn more.

### **Position Responsibilities:**

The Assistant Director will play a crucial role in coordinating activities that improve STEM education for under-represented students. Working with faculty and Academic Affairs staff, Institutional Research, Student Affairs, and the CTL, the Assistant Director will manage key project components, including program evaluation. Responsibilities will include:

- Coordinate and help lead project activities, from planning and professional development to program implementation and evaluation;
- Work with faculty in STEM programs to design and implement co-curricular activities that prepare students for and promote STEM learning, including the habits of mind necessary for success in math and science learning;
- Coordinate partnership meetings with staff and administrators across LaGuardia and on our partner campuses;
- Coordinate evaluation processes, working with the project's external evaluator and the College's Office of Institutional Research and Assessment;
- Develop, organize, and maintain records and data to streamline reporting processes;
- Help develop and submit project reports to the US Department of Education;
- Advance the integration of technology innovations, including ePortfolio and online advisement systems.

## Other Duties

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## Qualifications

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### **Qualifications:**

To guide this effort, LaGuardia seeks a proven, hard-working educational innovator who can manage multiple responsibilities and work effectively with others to advance broad and meaningful educational change. Bachelor's Degree or higher and at least for years of relevant experience is required. Other qualifications include:

- Experience managing grant-funded projects in an educational setting, with strong preference for projects that support the "new majority" college student;
- Experience in higher education innovation projects, either as faculty or staff;
- Ability to help manage project evaluation and project reporting, including basic familiarity with qualitative and quantitative evaluation methodology;
- Knowledge and skill in educational applications of digital technology, such as ePortfolio practice, digital badging and/or learner analytics;
- A history of pedagogical innovation, which may include experiences with undergraduate research, First Year Experience, co-curricular engagement, developmental advisement, inquiry learning and other High Impact Practices;
- Comfort and familiarity with innovations in STEM teaching and learning a strong plus
- Knowledge and skill in professional development in an academic setting a strong plus;
- Demonstrated knowledge of and commitment to the community college mission;
- Strong written and oral communication skills;
- Ability to work as a team player and adapt to a complex, fast-moving urban educational institution.

We are looking for a smart, dynamic innovator who is committed to our students and can learn and grow as an educational leader while advancing our college-wide change initiatives. LaGuardia is an Equal Opportunity Employer.

For more information, contact Eric Hofmann – [ehofmann@lagcc.cuny.edu](mailto:ehofmann@lagcc.cuny.edu). For background on related LaGuardia innovations see:

the LaGuardia Center for Teaching and Learning, <http://www.laguardia.edu/ctl/>,  
the LaGuardia ePortfolio project, <http://eportfolio.lagcc.cuny.edu/>,  
and Catalyst for Learning: ePortfolio Resources and Research <http://c2l.mcnrc.org>