

Job Title	HSI-STEM Project Coordinator
PVN ID	QC-1610-001472
Category	Research
Location	QUEENS COLLEGE
Department	Office of the Provost
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Dec 27, 2016 (Or Until Filled)

General Description

The Queens College Office of the Provost seeks to appoint two full-time Coordinators for the project STEM Bridges over Eastern Queens, funded by the HSI-STEM Program, United States Department of Education. One of the two positions will be based at Queens College (QC) and will report to Assistant Provost Eva Fernández, Project Director. The second position will be based at Queensborough Community College (QCC), and will report to Faculty Fellow for Academic Affairs Linda Reesman. The successful candidates will be committed to improving opportunities in higher education for underrepresented groups, and will have outstanding communication and project management skills.

The Project Coordinators will jointly, and in collaboration with faculty and administrations at both campuses, help launch and implement a five-year project focused on student success in science, technology, and mathematics at QC and QCC. The project's dual goals are to increase the number of Hispanic and low-income students graduating with STEM Baccalaureate degrees and to develop articulation agreements between QCC and QC for STEM programs. The three activities to reach these goals are designed to improve access to STEM (through course redesign), to enhance learning in STEM (through peer tutoring/mentoring), and to build bridges between the two-year and four-year institutions (QC and QCC).

Other Duties

- Manage recordkeeping and payments for staff and faculty collaborators
 - Work with project directors and collaborating faculty and staff on documenting all aspects of the project's work and on producing reports, including monthly, midterm, and annual reports
- Contribute to data collection and analysis processes, including interfacing with institutional research offices at both QC and QCC

- Convene meetings and faculty development events, and support faculty and administrators who will also convene meetings and events related to the project's activities
- Provide support (logistical and otherwise) for all convened meetings and faculty development events
- Maintain open lines of communication with all stakeholders, within each of the campuses and between the campuses
- Recruit and supervise part-time staff involved in the project
- Represent the project in local and national public events (conferences, workshops, etc.), as presenter, co-presenter, or organizer/support team
- Other related duties, as assigned

Qualifications

- Master's degree or higher, preferably in the natural sciences or the social sciences
Teaching experience at the undergraduate (at two-year or four-year institutions), preferably in a STEM discipline
- Experience designing or leading faculty development
- Experience in curriculum re-design; familiarity with curricular governance structures and processes a plus
- Strong technology skills or the ability to learn new technologies rapidly, including collaboration software (Google Apps for Education), officeware (Microsoft Office), and web-publishing software (WordPress, Google Sites)
- Excellent project management skills, including ability to develop and monitor budgets consistent with RF and US Department of Education guidelines, ability to work effectively with staff, and ability to communicate and enforce operational protocols for project
- Excellent oral and written communication, including the ability to draft reports and assist in presenting work related to the project
- Ability to recruit, recommend for hire, and train effective, qualified staff, and ability to monitor and evaluate the work of others