Job Title	S-STEM Project Manager
PVN ID	QC-2507-006937
Category	Research
Location	QUEENS COLLEGE
Department	Provost's Office
Status	Full Time
Annual Salary	$55,000.00 - $60,000.00
Hour(s) a Week	35
Closing Date	Sep 28, 2025 (Or Until Filled)

General Description

Queens College seeks a student-centered and detail-oriented professional to serve as the S-STEM Project Manager. This hybrid role will support transfer student success initiatives broadly, while also managing the day-to-day operations of the NSF-funded S-STEM scholarship program, which provides up to $20,000 in cost-of-education support to junior and senior Computer Science majors, including a significant number of transfer students.

The position will coordinate academic and career programs, provide direct student support, organize events, and facilitate collaboration across departments to foster a sense of belonging, improve persistence, and support timely degree completion.

Other Duties

- Oversee the day-to-day operations of the NSF S-STEM scholarship program, in coordination with the Principal Investigator.
- Manage S-STEM recruitment and application processes, including outreach, eligibility review, and scholar selection.
- Coordinate with faculty advisors and student services to ensure that S-STEM scholars receive comprehensive academic, financial, and career support.
- Track participation, academic progress, and scholarship eligibility for S-STEM recipients; maintain accurate records for reporting and assessment.
- Process and monitor scholarship fund disbursements in collaboration with the Financial Aid Office.
- Support NSF grant reporting and compliance, including data collection, documentation, and progress updates.
- Plan and facilitate STEM-specific cohort-building events and enrichment activities for S-STEM participants.
- Use CUNY Transfer Explorer (T-Rex) to guide transfer students in understanding course equivalencies

and support academic planning.

- Plan and execute student events, including orientation sessions, academic workshops, peer mentoring, and transfer student networking events.
- Support communication strategies such as newsletters, emails, and social media campaigns to keep transfer students informed about deadlines, resources, and opportunities.
- Represent Queens College at recruitment events, including outreach to community college partners and prospective transfer students.
- Perform additional duties as assigned to support student success initiatives and program goals.

Qualifications

- Bachelor's degree required; Master's degree in higher education, STEM education, counseling, or related field preferred.
- 1–3 years of experience in computer science or higher education, student services, grant administration, or project coordination, preferred.
- Understanding of transfer student needs and issues, particularly within STEM fields.
- Strong organizational, communication, and problem-solving skills.
- Experience working with diverse student populations and a demonstrated commitment to educational equity.
- Familiarity with tools such as CUNYfirst, DegreeWorks, or Transfer Explorer (T-Rex) is a plus.