
Job Title	Science Communications Program Coordinator
PVN ID	RC-2201-004494
Category	Administrative Services
Location	CUNY-ADVANCED SCIENCE RESEARCH CENTER
Department	ASRC IS Hub
Status	Part Time
Hourly Rate	\$40.00-\$50.00
Hour(s) a Week	15.00
Closing Date	Mar 25, 2022 (Or Until Filled)

General Description

SUMMARY

This position is for a part-time coordinator who will assist with the launch and development of the ASRC IlluminationSpace Hub, a collective space for science communications, outreach and education at CUNY. Specific programs include our science communications webinars and fellowship program, as well as the development of our new digital hub to connect scientist with local communities.

CAMPUS SPECIFIC INFORMATION

The Advanced Science Research Center (ASRC), a 200,000 square-foot facility in upper Manhattan, designed to promote collaboration among scientists in five areas of global research and innovation: nanoscience, photonics, structural biology, neuroscience, and environmental sciences.

The ASRC operates as a center of development of an integrated research network that brings together faculty, students, and post-doctoral fellows to perform cutting-edge science. The goal is to educate trainees in becoming the new leaders of tomorrow, by providing growth in increasingly inter-related disciplines of applied science.

The IlluminationSpace Hub is designed to fostering deep, ongoing collaboration between CUNY STEM and New York City communities, making science more responsive to local needs, and providing pathways to STEM education and careers for underrepresented and under-resourced groups. Our goal is to expand and deepen the way CUNY STEM facilitates science for the public good through programs that drive improvements in four areas: K-16+ STEM education, science communication, community-based science, and STEM workforce development.

Other Duties

GENERAL DUTIES

The ASRC is seeking a part-time coordinator to assist with launch and development of the ASRC IlluminationSpace Hub. This temporary position is funded through a grant in support of our work to establish a collective space for science communications, outreach, and education at CUNY. Extension of this position beyond the initial 12-month period is contingent on future funding and need.

The individual for this position must be highly organized and comfortable creating and managing systems that will help ensure successful and timely development of two of the IS Hub's four components: the IS Hub Science Communications Academy, which trains faculty and students to articulate their science and engage with the public, and the IS Hub Digital Community, a virtual platform that will connect local communities with scientists and their open source research. This coordinator position will directly report to and assist the Graduate Center Media Relations Manager. Responsibilities will include:

- Assist with development and execution of science communications and outreach programs that train and engage CUNY STEM faculty and students as well as the general public
- Help manage and maintain the annual science communications fellowship program
- Help plan and execute the Communicating Your Science webinar series
- Help strategize and drive development of the IS Hub digital community
- Keep track of project deadlines and traffic communications and materials that help ensure their timely achievement
- Attend key planning meetings and distribute post-meeting notes
- Prepare and distribute correspondence as assigned
- Create and maintain mailing lists.
- Other duties as assigned

Qualifications

MINIMUM QUALIFICATIONS

Must demonstrate sufficient skills to perform the duties of the assigned tasks.

OTHER QUALIFICATIONS

- Proficiency in MS Office applications.
- Proficiency with Zoom meeting and webinar functions.
- Familiarity with Sales Force and Pardot softwares.
- Adept at implementing and using project management software to advance deadline work.
- A background in STEM, science journalism or science communications