
Job Title	STEM Workforce Development Coordinator
PVN ID	RC-2207-004966
Category	Instruction and Social Service
Location	CUNY-ADVANCED SCIENCE RESEARCH CENTER
Department	Nanoscience Initiative
Status	Full Time
Annual Salary	\$65,000.00 - \$72,000.00
Hour(s) a Week	35
Closing Date	Oct 31, 2022 (Or Until Filled)

General Description

The Advanced Science Research Center (ASRC), is the Graduate Center's University-wide venture that elevates CUNY's legacy of scientific research and education through initiatives in five distinctive, but increasingly interconnected disciplines: environmental sciences, nanoscience, neuroscience, photonics, and structural biology. The ASRC's state-of-the-art core facilities and laboratories promote a unique, interdisciplinary research culture for students, postdoc, faculty and staff from academia and industry. To learn more about the Graduate Center's ASRC in upper Manhattan visit asrc.cuny.edu.

The ASRC's Nanoscience Initiative has an exciting opportunity for a **STEM Workforce Development Coordinator** to lead professional development and workforce training programs for two prominent programs: SensorCAT and NanoBioNYC.

The NanoBioNYC is an National Science Foundation funded interdisciplinary PhD training program focused on development of ground breaking bio-nanoscience solutions to address urgent issues relating to human and planetary health and preparing students to become tomorrow's leaders in diverse STEM careers. The Center for Advanced Technology in Sensors ([Sensor CAT: https://www.asrcsensorcat.com/](https://www.asrcsensorcat.com/)) is a New York State funded program that supports academic-industry partnerships and workforce development at CUNY. The **STEM Workforce Development Coordinator** will support the two programs in all aspects of professional development and workforce training.

The **STEM Workforce Development Coordinator** will report to the Director and the Associate Director of the Nanoscience Initiative. They will work closely with internal team members of both SensorCAT and NanoBioNYC and with external partner organizations.

Other Duties

Core duties include but not limited to:

- Courses and Event Programming
 - Lead organization of courses, seminars and symposiums related to professional development and workforce training
 - Coordinate with invited speakers on travel and logistics
 - Promote programming through digital platforms to maximize impact for CUNY students
- Student internships
 - Assist in establishing partnerships with industry, government labs, international academic institutions, and non-profit organizations where students can be placed as interns
 - Assist in logistics of placing student internships
 - Check in with students and hosts to ensure the internships are successful
- Public Science Outreach
 - Work closely with external partners to engage in outreach activities with the World Science Festival, Citizen Sensor Lab, CUNY Pipeline
 - Seek out additional outreach opportunities
- Advising students
 - Check in with SensorCAT and NanoBioNYC's students
 - Act as point-of-contact for students to find appropriate resources
- Administration
 - Create and maintain records of activities relating to workforce development such event turnout, internship placements, alumni job placements, resulting publications/partnerships/companies formed, etc in a sharable data format
 - Use the collected data as leverage to further enhance SensorCAT and NanoBioNYC's workforce development efforts

Qualifications

Qualifications:

An ideal candidate would have a master's degree in STEM, education, business, or related field and have relevant experience and strong interest in shaping the future of STEM education and workforce development.

Must have:

- A bachelor's degree in STEM, education, business, or related field.
- Experience in teaching and/or mentoring students.
- Experience in creating new initiatives, courses, or programs and organizing events.
- Self-motivation to start new projects that are aligned with the program's vision.
- Exceptional organization skills and strong attention to detail.
- Managing and sharing data using cloud based platforms (Google Workplace, Dropbox, PM softwares, etc.).
- Ability to work well with teams in multi-faceted projects.
- Professional and welcoming attitude with eagerness to assist students, faculty and staff

Bonus:

- Experience in survey, assessment, evaluation research
- Experience with budgeting and finance (Excel, etc).

- Experience in creating websites (WordPress, Wix, etc.); using social media (Twitter, LinkedIn, etc.); creating flyers and promotional materials (Canva, PowerPoint, etc)

To apply, please submit a cover letter with your resume. Applications without a cover letter will not be considered.