

Job Title	STEM Field Trip & Events Coordinator
PVN ID	RC-2304-005533
Category	Clerical/Office Services
Location	CUNY-ADVANCED SCIENCE RESEARCH CENTER
Department	ASRC
Status	Part Time
Hourly Rate	\$30.00-\$35.00
Hour(s) a Week	19.00
Closing Date	Jun 03, 2023 (Or Until Filled)

General Description

This position is for a part-time coordinator who will assist with scheduling and facilitating youth events and programs for the ASRC IlluminationSpace Hub. Programming including:

- In-person field trip experiences in our IlluminationSpace Visitor Center with motion sensing technology, touch-screens, projections and other sensor technologies
- Local Pop-Up Science tabling events
- Online events and tours with our new virtual 360-degree interactive platform

CAMPUS SPECIFIC INFORMATION

The Advanced Science Research Center (ASRC) is 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 is an immersive learning environment featuring interactive, motion sensing exhibitions highlighting the fundamentals of each research initiative at the ASRC: Nanoscience, Photonics, Structural Biology, Neuroscience, and Environmental Science. The space hosts in-person and virtual field trips which include live talks and tours with current research faculty and students. The [IS field trip program](#) hosts ~300 visitors each year ranging in ages from middle school up to college age students.

GENERAL DUTIES

- Field trips take place in-person 2-3 times a week for ~2hrs. Hours are generally MWF 10-5 with some programming taking place on weekends and during afterschool hours
- The Field trip coordinator spends half of their time managing our online booking platform and

corresponding with schools, teachers and guest scientists. For this aspect of the job, the individual should be very attentive to detail, a wiz with spreadsheets, good email etiquette and notetaker. Experience with coordinating events is a plus

- The other half of the time will be as lead facilitator for field trips with the assistance of two undergraduate interns. For this aspect of the job, the individual should be upbeat, friendly, dynamic, comfortable with translating complex scientific ideas and engaging with young audiences
- The coordinator will take ownership of existing IlluminationSpace youth programming and will manage a team of 2 undergraduate interns. The coordinator will also work closely with the STEM Education & Outreach manager in the development of new programming, content and strategic initiatives

Other Duties

- Coordinate and lead facilitate in-person and virtual STEM youth programming for the IlluminationSpace (ASRC Field Trips, In-School visits, Virtual Tours)
- Manage undergraduate intern facilitators
- Correspond with youth group leaders and ASRC guest scientists
- Assist with development and organization of hands-on STEM activities and virtual educational content
- Assist with brainstorming and beta testing of new immersive learning technologies
- Maintain and grow relationships with local schools & youth groups
- Assist with survey data collection and annual report writing
- 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
- Other duties as assigned

Qualifications

MINIMUM QUALIFICATIONS

- Bachelors degree in STEM or Education
- 2-3 years experience working with youth
- Experience in events coordination or planning
- Proficiency in Google Docs, Dropbox, MS Outlook and other MS Office applications
- Proficiency with Zoom meeting and webinar functions

OTHER QUALIFICATIONS

- Experience in urban STEM Education, particularly in museums, after school or summer programs
- Experience managing interns and volunteers
- Comfortable digesting and interpreting complex scientific ideas for general audiences
- Strong organizational and project management skills
- Excels in collaborative and dynamic work environments