
Job Title	STEM Research Coordinator
PVN ID	VA-1708-001997
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY Office of K-16 Initiatives
Status	Full Time
Annual Salary	\$60,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Oct 10, 2017 (Or Until Filled)

General Description

The City University of New York (CUNY) STEM Research Coordinator will work under the auspices of the K-16 Initiatives Office, specifically within the Office of STEM Initiatives, in a full-time capacity to coordinate the activities related to student research in the STEM fields. The coordinator's work will support the implementation of the NYC Science & Engineering Fair (NYCSEF) and the STEM Research Academy.

As the city's largest high school research competition, **NYCSEF** hosts several hundred high school students from all five boroughs of New York City each year. Students present their research projects to expert judges and compete for a variety of prizes, and advancement to the Intel International Science and Engineering Fair. NYCSEF is an exceptional educational opportunity for students to engage in the research process, share their research with peers and scientists from around the city.

The **STEM Research Academy** was developed as a two-semester program, consisting of a spring pre-college science course and the opportunity to conduct hands-on research with CUNY faculty members in a summer research experience. The Academy is designed to provide students with an opportunity to build essential literacy and numeracy skills by engaging in 'authentic inquiry' activities. High schools that lack a strong science research program and serve a population generally underrepresented in the STEM fields are targeted for student recruitment.

Other Duties

The responsibilities of the STEM Research Coordinator are as follows:

- Coordinate, in collaboration with the NYCSEF Director, certain aspects of the NYCSEF competition and awards ceremony. NYCSEF judge recruitment and retention for the preliminary and finals rounds; NYCSEF student application review and processing; data management; and planning and chaperoning the annual trip to the Intel International Science & Engineering Fair for NYCSEF finalists;
- Facilitate the successful implementation of the STEM Research Academy on eight CUNY campuses with the support of the Deputy Director of K-16 Initiatives. Support program expansion, identify opportunities for growth and improvement;
- Promote participation in NYCSEF & the STEM Research Academy by facilitating professional development workshops for teachers in collaboration with the NYCDOE Office of School Programs & Partnerships;
- Liaise with students, teachers, NYCSEF judges and volunteers as needed;
- Support efforts to grow the STEM Initiatives Office's social media presence.
- Perform other duties and tasks as needed.

Qualifications

The ideal candidate will have:

- a Master's degree in science, math, education or a related field—science and/or research background preferred;
- a minimum of 2-years' experience in program management of an education program – teaching or curriculum development experience preferred;
- event planning experience or a great willingness to learn;
- strong management and organizational skills and an ability to set and meet deadlines;
- familiarity with MS Access or other database applications;
- an ability to work equally well with college and school administrators, faculty and staff;
- willingness to travel 1) at least once year to the Intel ISEF and 2) throughout the 5 boroughs as needed;
- excellent writing and inter-personal skills.