
Job Title	Manager of STEM Research Academy & NYCSEF
PVN ID	VA-2002-003533
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY K-16 Initiatives
Status	Full Time
Annual Salary	\$65,000.00 - \$72,000.00
Hour(s) a Week	35
Closing Date	Apr 18, 2020 (Or Until Filled)

General Description

The City University of New York's Office of K-16 Initiatives seeks a Full-Time Manager to provide support to the New York City Science and Engineering Fair (NYCSEF).

Reporting to the Senior Director of College Now, the Manager of STEM Research Academy and New York City Science and Engineering Fair will lead management and development of the STEM Research Academy, and support planning and execution of the New York City Science and Engineering Fair (NYCSEF).

The STEM Research Academy provides budding high school student researchers with training on research methods and placement in science labs with mentorship from CUNY faculty and CUNY graduate students. NYCSEF is an International Science and Engineering Fair (ISEF) affiliate, and supports the pipeline of student researchers into ISEF from teacher training and student and school recruitment, through two major showcase and judging events, and into attendance of top student researchers at ISEF.

The CUNY Office of K-16 Initiatives was established in 2016 as the home for a group of new and existing programs that create innovative pathways for young New Yorkers to envision and achieve success. In 2018-19, these programs served more than 100,000 students from more than 600 schools throughout the city. While the programs address a diverse set of needs, they all aim to improve success rates and ease the transition from K-12 schools to college and careers.

CUNY's K-16 Initiatives support the city's commitment to equity by ensuring high quality programs help eliminate achievement gaps between racial, ethnic, and socio-economic groups.

Other Duties

The Manager's responsibilities are as follows:

STEM Research Academy

- Supervise and implement STEM Research Academy recruitment and operations
- Provide training and relationship management for CUNY mentors, including faculty, post-doctoral researchers, and graduate students
- Manage budgets for the STEM Research Academy program
- Maintain relationships with student researchers and support students during their training and summer lab experience
- Engage alumni of the program, to connect them with future opportunities in STEM
- Manage relationships with key funders, including regular reporting on program outcomes and supporting development of grant applications

NYCSEF

- Manage all recruitment of judges and relationships with judges
- Support student recruitment, project review, and other student and teacher-facing work
- Support planning and execution of two major competition events, including operations, set-up, materials management, and volunteer management
- Provide professional development workshops to teachers on building and maintaining research programs in their schools
- Plan for, support students in preparing for, and attend the International Science and Engineering Fair (ISEF)
- Support all fair operations, including planning and administrative and operational work
- Other duties as assigned

Qualifications

Minimum Qualifications

- A Bachelor's degree in a STEM discipline or STEM education and three years related experience required.

Preferred Qualifications

- Advanced degree in a STEM discipline or STEM education
- Knowledge of multiple STEM disciplines
- Three years of experience in event management, program support and management, and / or professional development
- Ability to maintain formal and professional communications with STEM professionals, educators, and researchers
- Three years of experience in a scientific research setting
- Proficiency in Microsoft Office

- Experience with database management
- High attention to detail and a willingness to work to tight deadlines
- The ability to collaborate closely with a team
- A passion for research and supporting students in achieving their research goals
- Ability to work independently and collaboratively in fast-paced, demanding, and complex work environment, with the ability to carry out complex assignments and adapt to changing situations and priorities
- Strong budget management ability
- Excellent writing and interpersonal skills
- Patience and a sense of humor

Physical Demands and Environment Requirements

Occasional night and weekend hours are required. Travel to locations around NYC is required, as is the ability to lift up to 25 lb.

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.