
Job Title	STEM Program Associate
PVN ID	VA-2112-004424
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status	Full Time
Annual Salary	\$52,000.00 - \$56,000.00
Hour(s) a Week	35
Closing Date	Jan 21, 2022 (Or Until Filled)

General Description

MISSION

CUNY's Office of K-16 Initiatives creates innovative pathways for young New Yorkers to envision and achieve success by engaging strategic partners in confronting systemic educational inequities.

GENERAL DESCRIPTION

Reporting to the Director of CUNY Explorers, the STEM Program Associate will support two CUNY K-16 STEM initiatives: Gas Safety Squad and STEM Research Academy. The Program Associate will be primarily responsible for supporting program implementation across both initiatives. This will include recruitment, hiring, training, and management of Gas Safety Squad Instructors, communicating with middle school staff to schedule workshops throughout the year, and data management. Working with the Associate Director of STEM Research Academy, the Program Associate will also be responsible for supporting STEM RA programming during peak times in the program year. Responsibilities will include communicating with STEM RA students and research faculty at campuses for administrative purposes, supporting workshop implementation, and data management.

The **Gas Safety Squad** is a partnership between CUNY K-16 Initiatives and Con Edison to increase knowledge and understanding of gas safety issues among all New Yorkers. Over a three-year period, CUNY will provide New York City public middle school students with workshops focused on gas safety issues.

The **STEM Research Academy** (STEM RA) is a program with K16 Initiatives that gives high school students with minimal research opportunities the chance to take a free College Now science course during the spring and participate in an immersive hands-on summer research mentorship experience for 6 weeks during the summer.

This position is grant funded through December 2023.

Other Duties

- Promote the program to middle schools across the city by developing an outreach strategy and promotional materials
- Maintain the registration site and follow-up with scheduling middle schools
- Recruit, hire, train, and manage at least four gas safety instructors to lead remote workshops in middle school science classrooms
- Regularly communicate with a variety of stakeholders, including school staff, faculty, students, and families
- Coordinate program operations including budget and purchasing, reporting needs, program calendar, registration site, and communication channels
- Conduct remote site visits/observations of workshops and STEM Research Academy campuses and assist with facilitation as needed
- Collect and organize data for STEM Research Academy and Con Edison reports
- Collaborate with K-16 staff and other partners on program design and evaluation
- Other duties as assigned

Qualifications

Minimum Qualifications

- Bachelor's degree required
- Minimum three years' relevant experience managing projects, or related work experience
- Strong written and verbal communication skills with ability to work effectively and collaboratively with a diverse community, faculty research professionals, and students
- Strong organizational and follow-through skills to create and execute work plans, prioritize work, coordinate multiple assignments, and meet deadlines
- Excellent proficiency with Google suite programs (Docs, Excel and PowerPoint) and social media platforms (i.e. Instagram, Facebook)
- Ability to work both remotely and in-person

Preferred Qualifications

- Experience with the NYC DOE public school system
- Experience with group facilitation
- Experience with data collection and analysis, and database management to support program operations and program evaluation
- Ability to recruit, hire, train, direct, and evaluate remote staff

Physical Demands and Environment Requirements

- Ability to travel to other CUNY sites

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.

How To Apply

Please upload your resume and cover letter to RFCUNY by January 21, 2022.