Job Title: CASE Coordinator  
PVN ID: BK-1910-003348  
Category: Administrative Services  
Location: BROOKLYN COLLEGE

Department: Psychology  
Status: Full Time  
Salary: Depends on qualifications  
Hour(s) a Week: 35

General Description:

Coordinator for Center for Achievement in Science Education (CASE):  
The CASE coordinator works with the Director of CASE and the staff on multiple externally-funded programs to support the development of synergies among externally and internally-funded programs designed to foster a diverse science workforce, to recruit talented and diverse students interested in the sciences (broadly defined), and to work with the various offices at the college (e.g., Admissions, Registrar, departmental offices) to recruit, track and support the academic progress of CASE students through Brooklyn College. The CASE consortium currently includes an NIH Maximizing Access to Research Careers (MARC) program, an NIH ESTEEMED program (Science Undergraduate Research Gateway Experience), an NSF Louis Stokes Alliance for Minority Participation (LS-AMP), an NYS Collegiate Science and Technology Entry Program (NYS-CSTEP) and a new NIH BP-ENDURE program in neuroscience. The Center is also home for an NSF Improving Undergraduate STEM Education (IUSE) program designed to provide early research experiences for students in all areas of science.

Specific job responsibilities include:
• Convening meetings of all the CASE programs to facilitate collaboration and mutual support and programming
• Recruitment of students for the CASE programs, including collaboration with our Admissions and Enrollment Management offices, at recruitment events at CUNY Community Colleges, as well as for students making application to Brooklyn through the City University of New York
• Collaboration with faculty and staff on various CUNY Community College campuses to inform students taking part in the CUNY Advanced Research Scholars Program about STEM programs for under-represented and low income students available at Brooklyn College
• Application for and management of access to relevant CUNY data sets and admissions data to enable the programs to recruit the types of students required by the different funders.
• Assistance in tracking student outcomes for the CASE programs
• Assistance in CASE’s running of the College’s Annual Science Research Day, which showcases the research being done by CASE students as well as other students at Brooklyn
College

• Support for CASE social media efforts, including Twitter, Facebook, and other social media formats

Other Duties:

Qualifications:

Qualifications: Demonstrated success in working with under-represented undergraduate students; strong organizational skills; excellent teamwork and collaboration skills; confident public relations and interpersonal skills; effective oral and written communication skills.

Desirable: Strong computer skills in all components of the Microsoft Office Suite, including Word, Excel, and Access; excellent attention to detail; experience with social media; knowledge of the relevant literature on developing successful individual and programmatic outcomes in interventions to diversify STEM; ability to develop and implement short and long-term goals; initiative and judgment to independently problem solve and prioritize.

Compensation: Salary commensurate with experience within the budget constraints of the current award. The position is administered by the Research Foundation of CUNY, which offers an excellent benefits package.

To Apply: A cover letter describing qualifications for the position, a full academic resume, and the names of at least three references,