

Science Education and Outreach Coordinator

Position Details

Position Information

Open Date

Position Title

Science Education and Outreach Coordinator

Faculty Classification

12-Month

Faculty Status

Status

Department Name

College of Science

Degree/Program

Job Number

Priority Screening Date

10/02/2017

Recruitment Status

Position Summary

PURPOSE:

In support of CSUMB's Student Success initiatives under the general supervision of the Dean of the College of Science and the day-to-day work direction of the faculty Program Director, the Science Education Coordinator will coordinate the science education, student success, and outreach components of several initiatives within the CSUMB College of Science and provide support for grant-funded initiatives including: Research Based Interventions to Increase STEM Degree Attainment, Monterey Bay Regional Ocean Sciences Research Experiences for Undergraduates (REU), National Oceanic and Atmospheric Administration (NOAA) Center for Coastal and Marine Ecosystems, and Polar Interdisciplinary Coordinated Education (Polar-ICE) program.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Organize, plan, and deliver STEM student professional development and student success workshops as well as workshops or training modules for mentors and educators
- Develop and deliver cohort-building programs and events to build community and support STEM student success and engagement; connect students with internship and research opportunities. Provide feedback to students on oral and written proposals, applications, and reports
- Assist faculty leads with tracking students and participants, program evaluation and assessment, and other reports, presentations, and publications
- Assist with recruiting STEM students via local community college visits, and more broadly via dissemination of informational flyers, list-serves, websites, and at conferences. Develop strong web and social media presence for programs and services
- Participate in planning meetings and conference calls; provide day-to-day work direction for graduate assistant, peer mentors, and support staff
- Coordinate mentors and projects, and oversee logistical support for student internships and for students participating in conferences and symposia
- Manage project budgets and ensure accurate tracking

Other Functions:

Performs other job-related duties and special projects as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of: organizational development, planning and structure; principles of administrative, personnel and fiscal management; statistics and research methodologies, STEM education curricula and pedagogies, and program assessment. Knowledge of educational self-efficacy/self-belief, goal setting, commitment, resilience, student leadership, STEM career and professional development, and STEM graduate school preparation. Knowledge and experience with grant proposal writing, grant awards, and required documentation and reporting.

Advanced computer proficiency including spreadsheets, ability to collect and analyze data and information, solve problems and draw conclusions from an analysis of data, and organize and present data and information in a concise and logical manner. Knowledge of web content management systems and graphics software to update websites. Ability to prepare and present oral and written reports, presentations, publications, and proposals that are clear, concise, and comprehensive, and demonstrate communication and interpersonal skills utilizing tact and diplomacy.

Ability to: develop and implement co-curricular programs that enhance academics and support STEM students from diverse backgrounds; plan and conduct workshops and classes using innovative teaching techniques; identify, develop, and maintain effective working relationships with administration, faculty, students, and community partners; originate new different or creative solutions to student problems; gain acceptance of program operations based on positive working relationships and recognition and understanding of the need for compromise; understand the roles and responsibilities of others and to take into account the variety of backgrounds, motivations, and goals of participants and partners; manage complex projects, work independently and collaboratively, and work within a project management framework of deadlines and deliverables, and complete tasks on time.

Minimum Qualifications

Ph.D. in Science, Science Education, or a related field, OR M.S. with at least two years of progressively responsible work in science outreach, curriculum development, teaching, and undergraduate research.

Desirable Qualifications

Experience overseeing the work of other staff and/or students in the context of larger goals and ensuring that project goals and deadlines are met. Background in Ocean or Marine Science, Geoscience. Experience coordinating multiple programs. Experience mentoring undergraduate students. Experience with research-based program evaluation and assessment.

Other Related Information

ABOUT THE UNIVERSITY

California State University, Monterey Bay (CSUMB) is a growing, comprehensive public university committed to serving the diverse people of California, especially the working class and historically under-served populations. The identity of the University is framed by substantive commitment to a multilingual, multicultural, intellectual community which enables students, faculty, and staff to cross institutional boundaries for innovative instruction, broadly defined scholarly and creative activity, and coordinated community service. The curriculum is organized around student learning outcomes. It is global in perspective, and of sufficient breadth and depth to meet local, regional, and statewide needs, specifically those of both isolated rural communities and inner-city populations. As a University that educates students of various ethnic and cultural backgrounds, we value ethnic and cultural background and a diverse faculty and staff. CSUMB welcomes applicants who are knowledgeable about and interested in working within a cross-cultural learning environment.

Special Conditions of Employment

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with CSUMB. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current employees who apply for this position.

The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in [CSU Executive Order 1083](#) as a condition of employment.

This position will have a duty to report to the Campus Title IX Officer information pertaining to victims of sex discrimination, sexual harassment, sexual misconduct, dating/domestic violence, and stalking as required by [CSU Executive Order 1095](#).

This position has been designated as a sensitive position with:

- Responsibility for the care, safety and security of people (including children and minors), animals and CSU property
- Access to or control over, cash, checks, credit cards, and /or credit card account information
- Responsibility or access/possession of building master or sub-master keys for building access
- Responsibility for detailed personally identifiable Level 1 confidential information about students, faculty, staff or alumni that is protected, personal or sensitive. (Reference: CSU Policy 8065 – Information Security and CSU Information Security Data Classification Standards.

This position is required to comply with confidentiality requirements outlined in the Department of Education’s Family Education Rights and Privacy and California’s Educational Code Chapter 13 regarding sensitive student issues.

Must possess and maintain a valid license to drive in the State of California, pass the Defensive Training Class, and be insurable under the University’s liability coverage.

May require occasional evenings and/or weekend work.

WORK ENVIRONMENT:

Office environment with standard equipment and tasks. Position requires working at a computer and desk for extended periods of time. Requires travel to other offices and locations, including to conferences.

Compensation and Benefits

Anticipated hiring salary in the \$6,038-\$6,500 range. For salary range info see: [CSU Salary Schedule](#). CSUMB offers an attractive employee benefits package, [CSU Benefits R04](#). The University Corporation at CSU Monterey Bay also provides access to affordable campus housing, [Employee Housing](#).

How to Apply

A completed online application and resume must be received by Academic Personnel by 5:00 p.m. on the priority screen date listed above to be guaranteed a review. Application submissions received after the application screening date will be reviewed at the discretion of the University. Materials submitted become the property of CSUMB and will not be returned. CSUMB will not fax application materials.

Accommodation: For assistance or if you require an accommodation, please call (831) 582-3389, or TTD (800) 735 2929. For computer/online access you may visit the Tanimura & Antle Family Memorial Library (map) or our Student Service Center – first floor (map).

Employment Eligibility: All employees must be eligible for employment in the U.S.

EEO Statement: CSUMB is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

Quick Link for Job Posting

<http://csumb.peopleadmin.com/postings/3451>

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. How many years of experience do you have in this type of position?
 - o 0-1
 - o 1-3
 - o 3-5
 - o 5-7
 - o 7+
2. Briefly describe why you would like to work for the University and how your contributions would enhance the CSUMB Vision Statement.

(Open Ended Question)

3. Your feedback is important. Please take a moment to let us know how you found out about this employment opportunity.
 - o AOA (CSU Auxiliary Job Board) - Website
 - o Cal State Monterey Bay - Website
 - o CSU System-Wide - Website
 - o Chronicle of Higher Education - Website
 - o Dice - Website
 - o Employee Referral
 - o Higher Ed Jobs - Website
 - o HERC (Higher Education Recruitment Consortium) - Website
 - o Indeed - Website
 - o LinkedIn - Website
 - o Monterey Bay Jobs - Website
 - o Monster - Website
 - o Other - Website
 - o Print Ad
 - o Professional Site - Website
 - o Chronicle of Philanthropy
 - o Inside Higher Ed - Career
 - o DiversityJobs
4. If you selected Other, please list here.

(Open Ended Question)

Documents Required in Application

Required Documents

1. Cover Letter
2. Curriculum Vitae/Resume

Optional Documents

1. Letter of recommendation from a supervisor