

STEM Starter Academy Project Coordinator (Part-Time) Quinsigamond Community College

Direct Link: <https://www.AcademicKeys.com/r?job=244308>

Downloaded On: Sep. 13, 2024 2:21pm

Posted Sep. 5, 2024, set to expire Nov. 10, 2024

Job Title	STEM Starter Academy Project Coordinator (Part-Time)
Department	Staff
Institution	Quinsigamond Community College Worcester, Massachusetts
Date Posted	Sep. 5, 2024
Application Deadline	11/10/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other Engineering Sciences - Other
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Job Description

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STEM Starter Academy Project Coordinator (Part-Time)

Category: Part Time Non-Benefitted

Department: School of Math and Science

Locations: Worcester, MD

Posted:

Closes:

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Type: Part Time

Position ID: 179847

General Statement

In order to support the QCC's strategic efforts to increase the number of students, particularly women and those from underrepresented groups successfully pursuing study in science, technology, engineering or mathematics (STEM) and preparing for entry into four-year baccalaureate programs and/or related career pathways, the Project Coordinator will provide leadership, coordination, and direction for QCC's STEM Starter Academy.

QCC's Stem Starter Academy reflects the intention of the Massachusetts legislation to advance excellence in STEM Education. Project goals include: 1) Increased student awareness and access to STEM programs of study and career opportunities; 2) enhanced student readiness for and recruiting into STEM pathway programs; improved student retention based on academic success and overcoming "life barriers" and 4) increased completion through award of certificates or degrees and pathways to STEM jobs or transfer to higher level STEM academic programs.

For more information see: [QCC STEM Starter Academy](#)

Supervision Received

Reports to the Dean for the School for Math, Science, & Engineering and the Dean for the School for Business, Computing, & Applied Technologies.

Duties and Responsibilities

The STEM Starter Academy Project Coordinator will provide overall leadership as well as building QCC's institutional capacity for more comprehensive internal coordination of current and proposed STEM efforts and activities across campus. He/she would be responsible for:

- Building an infrastructure for QCC's STEM Starter Academy including, but not limited to developing a web presence and collateral materials promoting QCC's comprehensive menu of STEM activities; establishing a project advisory committee; implementing QCC's involvement in a best practice exchange; and working with internal partners and senior leaders to develop a sustainability plan.
- Collaborating with faculty to develop new campus-based STEM activities.

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- Connecting similar campus-based best practices in STEM education as well as in student awareness and access, readiness and recruiting, retention and completion and leveraging related resources to implement activities and ensure resources and supports are put in place to accomplish overall programmatic objectives.
- Managing project evaluation efforts with QCC's Institutional Research Office and the UMass Donahue Institute to insure QCC's collaboration and participation in all aspects of project evaluation.
- Representing QCC at all related meetings of community college project partners and other appropriate STEM meetings.
- Managing program logistics and planning, external funding, and fiscal and programmatic reporting for efforts connected with STEM Starter Academy activities including the management of the grant's cost center and budget.
- Actively supporting the teaching and learning process; practicing honesty and integrity in and out of the classroom; striving to create and support a student-centered environment while fostering academic innovation and excellence.
- Working actively with other areas of the college to ensure a spirit of college wide collaboration, collegiality, civility, and teamwork. Respects the function of dissent in an academic institution while advancing a collegial atmosphere of campus collaboration.
- Embracing the ideals of diversity and inclusiveness and supporting the equal rights of all people by advancing the understanding and appreciation of differences including age, race, gender, ability, religious convictions, socio-economic status, ethnic heritage, or sexual orientation.
- Providing flexible, responsive and high quality service to all, be they students, community, or staff, and continuously assessing processes and procedures and revising accordingly.
- Performing other duties as assigned

Job Requirements:

Minimum Qualifications

- Bachelor's degree in STEM discipline or related field.
- Well-developed written and verbal skills to present and exchange complex academic information to a diverse set of individuals and groups.

Preferred Qualifications

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- Master's Degree in STEM discipline, educational administration or related field, and/or industry or professional experience in STEM discipline.
- Three years professional experience in a K-12 or community college setting including experience working with similar STEM activities.
- Demonstrated experience in project management and in leading diverse teams with a focus on coordination and collaboration.
- Demonstrated experience in managing grant-funded initiatives, including project evaluation, budget oversight and related reporting.
- Ability to create, manipulate and formulate spreadsheets. Proficient in Excel.
- Highest level of attention to detail and respect for data integrity.
- High-end user of personal computers and data access tools.
- Experience with web-based survey tools.
- Working knowledge of key Massachusetts higher education initiatives including but not limited to the [The New Undergraduate Experience](#)

Additional Information:

Quinsigamond Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, ethnicity, sex, disability, religion, age, veteran status, genetic information, pregnancy or related conditions, gender identity, sex characteristics, sex stereotypes or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits Sex-Based Harassment. Inquiries or complaints concerning discrimination, harassment, or retaliation shall be referred to the College's Affirmative Action Officer and/or Title IX Coordinator, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Quinsigamond Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Diversity, inclusion, and equity are core values at Quinsigamond Community College. We are passionate about building and sustaining an inclusive, respectful, and equitable environment for all students, staff, and faculty. Every member on our college campus enriches our diversity. We support inclusion and are dedicated to ensuring equity in access to opportunities.



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Quinsigamond Community College is an equal opportunity/affirmative action employer. Members of underrepresented groups, minorities, women, veterans, persons with disabilities, and all persons committed to diversity and inclusive excellence are strongly encouraged to apply.

Successful applicants will be required to complete a Criminal Offender Record Information (CORI/SORI) request.

To apply, visit <http://gcc.interviewexchange.com/jobofferdetails.jsp?JOBID=179847>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Quinsigamond Community College

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