

Coordinator, Jr. STEM Academy
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=253064>

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Posted Feb. 13, 2025, set to expire Jun. 14, 2025

Job Title Coordinator, Jr. STEM Academy
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Feb. 13, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Education
Administration - Other

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Job Description

Posting Details

Position Information

Position Title: Coordinator, Jr. STEM Academy

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Requisition Number: SCA00819

General Description

The Coordinator, Jr. STEM Academy is responsible for coordinating, under the direction of the STEM Pre-College Specialist, the Jr. STEM Academy's Middle School Science Fair Program, Afterschool Program, First Lego League Robotics Program and other school-based STEM programs. This includes outreach and marketing, teacher/student training, program monitoring and implementation, and assessment. The Jr. STEM Academy is a STEM outreach program for middle school students in grades K-8 which provides academic year and summer programs for Philadelphia's middle school students and schools.

This position is located at the West Philadelphia Regional Center/CATC campus with frequent travel to main campus, other regional centers, and partner schools throughout the city.

#ID23

College Intro

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational change in this city and beyond.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

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Specific Responsibilities

- Assist the Pre-College STEM Program Specialist with coordination of Jr. STEM Academy's school-based programming by visiting schools; presenting program information to students, teachers, and parents; and enrolling new participants.
- Coordinates the Middle School Science Fair Program including school outreach, student and teacher recruitment, scheduling, teacher training and implementing program assessments and evaluations.
- Coordinates the Jr. STEM Academy Afterschool Program and First Lego League Robotic Competition program as the College's Regional Centers, including school outreach, student recruitment, parent and family engagement, monitoring, assessment, and staff support.
- Works directly with school staff to plan, problem solve, and monitor student participation in all Jr. STEM Academy programs
- Creates, reviews, and updates school-based program calendars under the direction of the Pre-College STEM Program Specialist
- Supports program operation of Jr. STEM Summer Camps at the College's Regional Centers and main campus under the direction of the Pre-College STEM Program Specialist
- Assists the Pre-College STEM Program Specialist with the coordination of activities and workshops during the academic year.
- Maintains regular contacts with school-based personnel
- Attends required and relevant staff meetings and professional development activities and assists the Pre-College STEM Specialist in the planning of these activities
- During the academic year, monitors after-school program until 6:30pm and attends evening and weekend activities as needed.
- Performs duties in a manner consistent with the mission, goals and core values of the College
- Delivers quality customer service to both internal and external constituents in a professional helpful and courteous manner.
- Maintains sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological and ethnic backgrounds
- Performs other duties as assigned

Minimum Qualifications

- Bachelor's degree is required. Any and all degrees must be from a recognized institutional accreditor

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- Two (2) years' experience in Out-of-School Time or summer camp programming for K-8 students.
- Access to reliable transportation required.
- Frequent travel to various campuses and high schools in the city of Philadelphia required.
- Ability to provide quality customer service required.
- Ability to meet deadlines required.
- Strong interpersonal, oral and written communication skills required.
- Strong organizational skills and attention to detail required.
- Demonstrated ability to work collaboratively within internal and external constituents required.
- Demonstrated proficiency with Microsoft Word and Excel required.
- Ability to work evenings required
- Ability to maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological and ethnic backgrounds

Preferred Qualifications

- Bachelor's Degree in Elementary education preferred.
- Experience in STEM educational programming in a K-12 setting preferred

Work Location: West Regional

Benefits Summary

Benefits:

"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time

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- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:
<https://www.myccp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 2

Min Salary/Hourly Rate: \$47,389

Max Salary/Hourly Rate: \$55,000

Job Posting Open Date: 02/10/2025

Type of Position: Administrator

Employment Status: Full-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

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Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
 - CareerBuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Veterans Job Fair
 - Professional & Technology Diversity Career Fair
 - Al Dia - Diversity Career Fair
 - Community College of Philadelphia Website
 - Indeed.com
 - Other
2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * What is the highest level of education you have completed?
 - No Response
 - High School/GED
 - Associates Degree
 - Bachelor's Degree
 - Master's Degree
 - Doctorate
 - Other
4. * Do you have two (2) years of experience in Out-of-School Time or summer camp programming for K-8 students?
 - Yes
 - No
5. * Do you have access to reliable transportation?
 - Yes
 - No

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6. * Are you comfortable with frequent travel to various campuses and high schools in the city of Philadelphia?
- yes
 - no
7. * Salary bands at the College cover a wide range to accommodate varying levels of experience. Generally, salaries fall within the low to mid-range of the posted amounts, with some roles allowing for more negotiation. Please confirm that you have reviewed the salary range and are comfortable with it by responding "yes." Our benefits significantly enhance the total compensation package for full-time staff and include college-paid medical, dental, drug, life, and disability insurance; tuition remission for courses at the college; forgivable tuition loans for accredited institutions; a 403(b) retirement plan with a 10% College contribution and a 5% employee contribution; flexible spending accounts.
- Yes, the salary range is within my expected salary expectations.
 - No, the salary range is not within my expected salary expectations. (Please note: responding with this answer will disqualify you from the applicant pool, as the range will not exceed the posted ranges.)

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

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Contact Information

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

Contact Abby Ametrano Aametrano@ccp.edu
All Jobs
Community College of Philadelphia

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