

**TITLE: Coordinator, Student Success/Science, Technology, Engineering, and Mathematics (STEM)**

**CLASSIFICATION: Classified**

**SALARY GRADE: P**

**SCOPE:**

Under general direction, coordinates the daily support activities and operations of District initiatives that support the educational and professional development goals of STEM transfer and Health Sciences students; assists in the implementation of the District's Department of Education's Hispanic-Serving Institutions (HSI-STEM) grant, the California Community College Chancellor's Office Mathematics, Engineering and Science Achievement (MESA) program; performs support functions requiring expertise in event coordination, analysis, implementation, office management, data gathering, reporting, and customer relations; may serve as a lead worker to other Classified professionals in the area.

**KEY DUTIES AND RESPONSIBILITIES:**

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Works closely with faculty, staff, students, and administrators to design and implement projects related to the MESA Community College Program, Health Occupations Preparation and Education Program (HOPE), and related initiatives to increase the college retention and completion rates of STEM transfer students and students pursuing a career in a health-related field.
2. Provides presentations, workshops, and information regarding SRJC STEM and Health Sciences programs; coordinates field trips, workshops, and trainings with District and community agencies to support student success and retention.
3. May assist with program planning, including serving as liaison to advisory committees, external agencies, and other District programs.
4. Collaborates with students, staff, faculty, and the public to implement goals and objectives of assigned areas and programs; resolves issues and recommends solutions related to the academic success, engagement, and career development of STEM transfer and Health Sciences students.
5. Participates in high school and community college outreach activities to assist students in becoming engaged with District STEM Transfer and Health Sciences success programs and activities.
6. Interprets and implements District policies and procedures related to STEM Student Success Programs.
7. Develops and maintains STEM Student Success Program web pages in coordination with department staff; supports social media initiatives; communicates with project stakeholders.
8. Maintains student participant databases; monitors student engagement; creates student intake forms, analyzes and produces reports, assists in the production of outreach and event resource materials; may assist in providing data for MIS reporting.
9. Monitors budgets and performs purchasing functions.
10. May serve as a lead worker to other classified staff in the area.
11. Supervises and organizes the work of student and short-term, non-continuing employees.

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**ABILITY TO:**

Implement effective programs and services related to the STEM and Health Sciences Student Success initiatives; track, compile and present statistical information; prepare reports and presentations to individuals and groups; work independently with minimum supervision; maintain cooperative working relationships; and demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Grant-funded programs; STEM and Health Sciences programs; standard office practices, including fiscal management; relevant local, state, and federal rules and regulations, programs, policies and procedures; applicable technology usage, including standard office productivity software and other appropriate technology; and planning of events and projects.

**QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

Bachelor's degree

**EXPERIENCE:**

Increasingly responsible (2-4 years full-time equivalent) experience in coordinating outreach programs and implementing student support activities for diverse communities, and first-generation and low-income student populations.

**OTHER REQUIREMENTS:**

- This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record.
- Position may require travel to various local high schools, organizations, and community agencies, as well as regional and state-wide conferences. May require some evening and weekend work.