



ST. FRANCIS COLLEGE

Coordinator, STEM Resource Center

About St. Francis College:

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City's low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College's student body is 28% Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at <https://www.sfc.edu/>.

Job Summary: Reporting to St. Francis College's ("SFC") Director of the science, technology, engineering and mathematics ("STEM") Resource Center in the Office of Opportunity Programs (Academic Affairs), the STEM Resource Center Coordinator, a grant-funded position, supports the College's Hispanic-Serving Institutions ("HSI") STEM and Articulation Program. An initiative of the U.S. Department of Education, the HSI STEM program's goal is to increase the number, persistence and completion of Hispanic and low-income students in STEM disciplines. Activities of the HSI STEM program will be administered by the STEM Resource Center, including coordination of STEM student support, experiential learning and co-curricular activities. The STEM Resource Center Coordinator is responsible for organizing activities of the STEM Resource Center, monitoring student engagement and providing direct student support and counseling.

Special Circumstances: This full-time position will at all times be contingent upon third party grant funding. Any lack of such funding may lead to a reduction in work hours or the elimination of this position.

Duties and Responsibilities:

- Provide individual and group success intake, coaching and support to Hispanic and low-income students pursuing STEM degrees.
- Serve as success coach and coordinator for students' wrap-around services to help students actively participate in key engagement areas which help promote student success: 1) Academic Health; 2) Personal Growth and Wellness; 3) Financial Health; 4) Career Readiness and 5) Leadership & Service
- Helps students develop/improve non-cognitive skills:
 - Academic Behaviors: study habits, time management, communication, etc.
 - Academic Perseverance: self-advocacy and self-discipline
 - Academic Mindset: sense of belonging, growth mindset, imposter syndrome
 - Learning Strategies: study skills, self-regulated learning, goal setting
 - Social Skills: Interpersonal skills, empathy, cooperation, assertion, responsibility
- Provide direct supervision for STEM Peer Leaders.
- Assist with creation, coordination and instruction for Summer Institutes and all STEM Resource Center events and programs.

- Coordinate with faculty and other campus stakeholder to create and support a STEM research opportunity listing source, leveraging existing technology such as Handshake.
- Provide workshop development and instruction in areas including but not limited to, note taking, test taking, time management, study skills, first generation, financial literacy, professional development, engagement, and other student success strategies.
- Collaborate with campus stakeholders to ensure student engage in opportunities such as guest lecture events, the *Driven by Dreams* program, and other personal and professional development sessions.
- Utilize the EAB Navigate platform for program intervention assessment and outreach, including but not limited to student notes, monitoring academic and retention alerts, creating mandatory calendar events and important tasks as nudges on the student- facing app.
- Create a communication campaign calendar to connect students to the program resources and campus supports.
- Responsible for maintaining dynamic and current content in the STEM Resource Center e-library.
- Manage student engagement across campus supports and opportunities and access and usage of online success workshops.
- Participate in ongoing evaluation and assessment of program member success as well as the effectiveness of the program components.
- Represent the STEM Resource Center and HSI STEM during College events, including, but not limited to, Open House, Admitted Student and other recruitment events, orientation, or special events.
- Monitor and work with students on strategies designed to enhance academic performance and eventual graduation from the college.
- Maintains compliance with College and FERPA regulations at all times, including upholding the highest standards of academic integrity.
- Remain informed on the best practices in student success as well as the college's rules and policies to direct students to the appropriate resources within the College, and ensure proper security for student educational records in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Perform other duties as necessary and as directed.

Minimum Qualifications:

- Bachelor's degree required from an accredited program. Master's degree preferred preferably in the area of higher education, counseling or related area.
- 2-3 years of experience working with students who benefit from additional academic support is preferred, providing individual tutoring support, study skills assistance, time management strategies or other learning support instruction to high school or college students.
- Experience working with students from historically underrepresented or economically disadvantaged groups
- Excellent written, oral communication and interpersonal skills; ability to work well with students, faculty and academic administrators.
- Strong proficiency in technology such as: Microsoft Office Suite, online academic support tools
- Schedule: Flexibility in work hours is required to accommodate changes to class schedules, enrollment and other factors throughout the College's academic year. Some evening hours may be required.
- Ability to relate to the many different constituent groups and a commitment to campus diversity, equity and inclusion.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of an inclusive multi-cultural college community and the Franciscan traditions of St. Francis College.

St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.

Interested applicants can apply by clicking [here](#).