



ST. FRANCIS COLLEGE

Director of the 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") Executive Director of Opportunity Program Development in the Office of Opportunity Programs (Academic Affairs), the science, technology, engineering and mathematics ("STEM") Resource Center Director, a grant-funded position, serves as the project manager for 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. The STEM Resource Center Director is responsible for administration, oversight and coordination of the program such as activities of the HSI STEM program administered by the STEM Resource Center, including coordination of STEM student support, experiential learning and co-curricular activities.

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:

- Oversee all functions and activities of SFC's STEM Resource Center and HSI STEM initiative and, including policy and program development and overseeing supportive services provided to students.
- Provide direct supervision to the STEM Resource Center Coordinator, and STEM Partnership Coordinator.
- The Director will design, implement, supervise, and monitor program activities and outcomes in accordance with federal regulations and program objectives.

- Ensure the program remains compliant with federal guidelines. Maintain accurate records and support data used for state and institutional programmatic reports and audit.
- The Director will facilitate program budgets, including budget planning, expenditures, budget revisions, and financial and programmatic reporting in consultation with the AVP of Student Support & Academic Operations & Executive Director of Opportunity programs.
- Develop and implement place-based learning project each semester.
- Perform regular assessment of program outcomes, student satisfaction and retention. Implement changes and improvements as necessary.
- Work with the Office of Admissions to organize the recruitment process and participate in recruitment events.
- Work with the Office of Admissions and Marketing and Communications Department on all outgoing messaging and communication on the program.
- Be the point of contact and liaison with faculty and department chairs to ensure students are receiving necessary support, on faculty research projects and faculty mentorship.
- Provide counseling to students on academic, financial, social and other matters while maintaining knowledge and sensitivity towards the academic, economic, social, cultural and other needs students.
- In coordination with the Center for Learning and Leadership, Assistant Vice President for Student Support and Academic Operations, and department faculty, ensure HSI STEM summer institutes are offered and meet the needs of students.
- Collaborate with the Colleges Center for the Advancement of Faculty Excellence (CAFÉ) on curricular and co-curricular pathways for STEM majors.
- Collaborate with the Center for Student Success and Center for Learning and Leadership, ensure advising and tutoring is in place and accessible.
- Collaborate with the Center for Learning and Leadership and Career Center, ensure professional development and internship availability students.
- Coordinate with STEM faculty to increase research opportunities for students in the STEM fields.
- 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.
- Represent SFC at regional, state and national professional organizations.
- Oversee STEM Resource Center events.
- Refer students to wrap-around services offered across campus and utilize EAB Navigate to track student engagement and referrals.
- Perform other duties as necessary and as directed.

Minimum Qualifications:

- Bachelor's degree required from an accredited program, preferably in the area of higher education, curriculum development, educational policy, STEM or related area. Master's degree preferred.
- Three to five years' experience in program administration or management, student support, project management, implementing and overseeing an academic support services for a diverse population of undergraduate students, counseling, opportunity programs or a related field

- Experience and knowledge of STEM career pathways
- Experience fiscal management and budgetary oversight
- Demonstrated proven success in implementing program initiatives with a specific focus on evidence-based practices for serving minoritized and traditionally underrepresented students in higher education.
- Demonstrated excellent organizational, interpersonal written communication
- Participation in specific weekend and evening events during the academic year is required.
- Excellent communication and technology skills; ability to work well with students, faculty and academic administrators.
- Ability to relate to the many different constituent groups and a commitment to campus diversity, equity and inclusion.
- Culturally sensitive with a deep understanding and appreciation of a culturally and economically diverse student community.

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](#).