Position: Assistant Director, STEM Resource Center

Department: Office of Opportunity Programs, Academic Affairs

Reports to: Director, STEM Resource Center

St. Francis College, Brooklyn (the “College”) is embarking on an ambitious plan to revitalize even as it remains true to its core mission: private, independent, co-educational, urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, social responsibility, justice and life-long learning. We are committed to diversity, equity and inclusion and we serve one of the most diverse student populations in New York City and the country. Candidates who have the professional skills, experience, and willingness to engage with a collaborative and diverse college community are particularly sought.

Job Summary: The Assistant Director of the STEM Resource Center, a grant-funded position, supports the College’s HSI STEM and Articulation Program, an initiative of the U.S. Department of Education with the goal of increasing the number, persistence and completion of Hispanic and low-income students in STEM disciplines. The Assistant Director will be responsible for regularly meeting with STEM students, organizing activities of the STEM Resource Center, monitoring student engagement, and providing direct student support and counseling.

Salary: $60,000-$65,000

Duties and Responsibilities:

- Manage individual and group student appointments with undergraduate STEM majors, including (but not limited to) those interested in pre-med, pre-dental, pre-health, and pre-vet, with a strong focus on Hispanic and low-income students.
- Provide holistic support services to help prepare students for a career in STEM, including assisting with:
  - Academic Perseverance: developing self-advocacy and self-discipline skills
  - Academic Mindset: building sense of belonging, growth mindset, & imposter syndrome awareness
  - Career Readiness: building a strategy for seeking research, internship & leadership opportunities
  - Test Prep Guidance: connecting to low-cost resources and opportunities
  - Development and improvement of other non-cognitive skills
- Partner with the career office, advising services, the tutoring center, student activities, STEM faculty, and the Pre-Health Director to ensure continuous student success and retention initiatives are met.
Supervise a team of STEM Peer Ambassadors, which includes hiring, training, and providing direct oversight.

Help coordinate, lead, and evaluate signature STEM Resource Center events, such as the STEM Conference, the STEM Research symposium, Summer STEM Institutes, and other workshops/gatherings.

Responsible for maintaining dynamic and current content in the STEM Resource Center e-library.

Utilize the EAB Navigate platform for program intervention assessment and outreach, including but not limited to inputting student appointment notes, monitoring academic and retention alerts, creating “to do” nudges, and regularly assessing student data.

Participate in College events, such as, Open House, Admitted Student and other recruitment events, orientation, or special events.

Remain informed on the best practices in STEM 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).

Represent the STEM Resource Center, in the absence of the Director.

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 providing holistic support to undergraduate students, preferably those pursuing STEM majors and/or from historically underrepresented or economically disadvantaged groups

Experience working with pre-health students in an advising or career capacity a plus

Ability to take initiative and be a team player, while working under pressure and balancing competing tasks.

Strong focus on attention to detail and overall organizational skills.

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.

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.
Interested candidates can express their interest HERE.

About St. Francis College:

For 160 years, St. Francis has been driven by dreams-powered by big ideas, bold ambitions, and the courage to bring them to life. Located on a dynamic campus at a global crossroads, St. Francis College invites students to learn in the heart of Brooklyn, an exhilarating mix of cultures and neighborhoods, home to innovative starts, storied organizations, and the city's largest concentration of college students. The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City, and to serve the needs of the local community in which they live and study.

We educate the whole person for a full, relational life, developing the students' talents and abilities to form confident alumni well prepared for graduate study, for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership. St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.