



ST. FRANCIS COLLEGE

Coordinator of Internal and External Partnerships, 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 Partnership Coordinator 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. The STEM Resource Center Partnership Coordinator is responsible to develop partnerships with two-year educational institutions, employers, and community-based organizations to create pathways and help students access additional resources and experiential learning opportunities. Performs all other duties as assigned.

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:

Admissions

- Work closely with the College's Assistant Director of Partnerships to develop and implement transfer articulation agreements in relevant STEM areas with two-year Hispanic Serving Institutions.
- In coordination with the Office of Admissions, assist with recruitment of transfer students from two-year institutions, including coordinating events and informational sessions for potential transfer students. Assist with reporting and evaluations to two-year partners.
- Work with the Assistant Director of Partnerships on collaborations with high schools such as supporting HS Bridge and access programming for Hispanic and low-income students in STEM fields.
- Represent the STEM Resource Center during College events, including, but not limited to, Open House, Admitted Student Day(s) and other special events.

Career Services

- Work closely with the College's Assistant Dean for Career Integration and Director of Employer Engagement to develop a comprehensive employer engagement strategy targeting the STEM sector.
- Engage with external organizations to cultivate STEM-related internships, jobs, research, and experiential learning opportunities.
- Increase the number of STEM career opportunities for students by developing partnerships with the NYC STEM ecosystem.
- Develop a semester-long healthcare and STEM career development program to prepare students for successful internships and jobs.
- Collaborate with campus partners to ensure students receive relevant career information and explore partnership opportunities.
- Represent the HSI STEM Resource Center at campus events and outside events such as professional organization events.

Data Collection/Reporting

- Monitor and track transfer student enrollment from 2-year Hispanic serving institutions.
- Track student participation and success in experiential opportunities and contribute to the Career Center's assessment and data efforts.
- Monitor industry trends, recruitment timeline, and emerging programs among STEM employers to ensure SFC's students are prepared for the workforce.

Minimum Qualifications:

- Bachelor's degree required from an accredited program; Master's degree in a higher education field or project manager experience preferred.
- 2-3 years of experience supporting partnership coordination and/or college access initiatives
- Demonstrated ability to work effectively with individuals from diverse educational, cultural, and economic backgrounds.
- Excellent communication and interpersonal skills; ability to work well with students, faculty and academic administrators.
- Communication skills and cross-cultural abilities to maximize effectiveness with diverse groups of students, colleagues and community members.
- Commitment to diversity, equity, and inclusion in the workplace, and efforts to embed it into the St. Francis College culture.
- Ability to interact collaboratively and professionally with diverse groups and constituencies throughout the College.
- Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
- Strong commitment to the College's mission and to its students, faculty and staff.
- Strong proficiency in technology such as: Microsoft Office Suite, online academic support tools
- Schedule: Flexibility in work hours is required to accommodate meetings with partners, changes to class schedules, enrollment and other factors throughout the College's academic year. Some evening or weekend hours may be required.

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](#).