About St. Francis College:

St. Francis College (“SFC of the “College”) is revitalizing as we prepare to open a brand-new, state-of-the-art campus in downtown Brooklyn. We are a College rooted in a commitment to radical hospitality, to character formation, to inter-faith dialogue, and to creating conditions for students to learn the technical skills necessary to navigate a 21st Century workplace, while never losing sight of the importance of ensuring that all students learn to cultivate their humanity.

SFC is committed to diversity, equity, and inclusion and we 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/](https://www.sfc.edu/).

About this Position:

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 Partnerships 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 Partnerships Coordinator is responsible for creating pathways and helping students access additional resources by cultivating partnerships with two-year educational institutions, employers, and community-based organizations.

Work Schedule: Full-time, hybrid work schedule consisting of no less than 35-hours per week, Monday through Friday. It is anticipated that this position will generally be able to work remotely two (2) days per week. Flexibility in work hours is required to accommodate the needs of the Office of Opportunity Programs throughout the course of the College’s Academic Year, including, but not limited to, participation in specific weekend and evening events as requested.

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:

* Work closely with the College’s Assistant Director of Partnerships to establish, foster, and maintain partnerships with STEM-centered high schools and community colleges in the NYC area.

* Help implement transfer articulation agreements in relevant STEM areas with two-year Hispanic Serving Institutions.

* In collaboration with the Office of Admissions, assist with the recruitment of new STEM students, specifically transfer students from two-year institutions, by coordinating events and informational sessions for potential transfer students. Assist with reporting and evaluations to two-year partners.

* Implement and lead transfer student programming with partnered two-year Hispanic Serving Institutions to help increase the number of Hispanic and low-income students pursuing careers in STEM.

* Monitor and track transfer student enrollment from 2-year Hispanic serving institutions.

* Partner with the Assistant Director of Partnerships to lead High School Bridge and access programming for Hispanic and low-income students in STEM fields. This may include on-site high school sessions, and field trips to STEM-related facilities.

* Work closely with STEM Resource Center staff, including STEM faculty and student ambassadors on high school and transfer student programming.

* Evaluate program effectiveness, and use assessment results to continuously improve programming.

* Collaborate with the College’s Assistant Dean for Career Integration and Director of Employer Engagement to develop experiential learning opportunities for STEM students with employers and community-based organizations.

* 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.

* Track student participation and success in experiential opportunities.

* Monitor industry trends, recruitment timeline, and emerging programs among STEM employers to ensure SFC’s students are prepared for the workforce.

* Represent the STEM Resource Center during College events, including, but not limited to, Open House, Admitted Student Day(s) and other special events.

* Performs all other duties as assigned.
Minimum Qualifications:

* Bachelor’s degree required from an accredited program.
* Master’s degree in a higher education field preferred.
* Project Management experience preferred.
* 2-3 years of experience supporting partnership coordination and/or college access initiatives.
* Strong proficiency in technology such as: Microsoft Office Suite, online academic support tools.
* Willingness and ability to work select evenings and weekends as required. Willing to travel locally to partner sites as required.
* 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.

Interested applicants can apply by clicking here.

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.