



Position: Science Coordinator

Department: Center for Learning & Leadership

Reports to: Assistant Dean, Center for Learning & Leadership

Job Summary: On a full-time basis, the Science Coordinator offers direct tutoring and academic support to students enrolled in science and science-related programs. Through an encouraging, action-oriented approach the Science Coordinator provides academic support for science and science-based courses. The Science Coordinator will help students elevate their academic performance in order to successfully complete their studies.

Duties and Responsibilities:

- Provide individual and group tutoring for Biology
- Serve as an embedded tutor in various Biology courses
- Assist the Director of CSTEP in coordination and facilitation of summer bridge program events and academic boot camps.
- Assist in creating and updating resource materials for science and science-related courses that include but not limited to Biology, Chemistry, Physics, Nursing, health Sciences.
- Develop creative strategies to engage and promote science support and tutoring, including but not limited to connecting with students who have been flagged for increased support need.
- Manage weekly study group sessions.
- Collaborate with the science and science-related academic departments to maintain expert knowledge on technology used in science courses including but not limited to, Labster and ALEKS.
- Facilitate sessions for the STEM Academy high school program.
- Assist in the coordination & facilitation of the Stem Resource Center's (SRC) Summer Science Institutes.
- Stay abreast of 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).
- Participate in specific events which include but are not limited to, the College's Open House, Admitted Student and other recruitment events, orientation, or special events which may require evening, or weekend work.
- Perform additional duties as assigned.

Qualifications:

- BA degree required in biology or biology-related field; Master's degree in science or science-related or higher education field preferred.
- 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.
- Strong proficiency in technology such as: Microsoft Office Suite, online academic support tools
- Experience providing individual tutoring support or other learning support instruction to high school and/or college students.

- Demonstrated inclusive student-centered philosophy of providing services and resources.
- Demonstrated ability to motivate students to learn.
- 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.
- 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.

Pay Range: \$40,000 per year – \$45,000 per year

The advertised pay scale reflects the minimum and maximum salary range for this role. The specific compensation offered to a candidate may be dependent on a variety of factors including, but not limited to; the candidate's experience, education, credentials and/or qualifications.

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.

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