

## **SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION:** CLASSIFIED

**CLASS TITLE:** COORDINATOR – STEM TRANSFER CENTER  
(Science, Technology, Engineering, Mathematics)

**SALARY TABLE:** 30

**SALARY RANGE:** 140

### **BASIC FUNCTION:**

Under the direction of a Dean, coordinate the college's STEM Transfer Program (STP) Center and fulfill related administrative duties as required.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Coordinate the STEM Transfer Program's Center in cooperation with the STP grant director, dean, and instructional faculty.

Develop tutoring and study programs for the STEM Transfer Center which include the recruitment and training of instructional assistants and tutors in mathematics, science, computer science and engineering, and which incorporates a mix of individual small and large group study activities.

Consult with faculty, staff, and administrators of support services to assist in improved delivery of service to students.

Plan, schedule, and coordinate activities related to academic counseling and advising, career advising, and scholarship and internship opportunities for students. Recruit and schedule speakers for STEM events.

Maintain contact with STEM students through personal discussions, regular meetings, and other activities. Maintain a case management approach with each STEM student including information on each student's current status.

Review all applications for admissions to STP from under-represented target students and make recommendations, as appropriate.

Develop, plan, and coordinate activities related to the high school outreach and student retention.

Process budget items, monitor expenses and work with the grant director in planning future budgets.

Compile data and prepare status reports.

Organize and chaperone visits to four year universities and professional conferences.

Hire and oversee the work of hourly and student workers.

Attend meetings and conferences.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles and practices of administration, supervision and training.

Standards, practices, goals, objectives and procedures of college outreach, recruitment, advisement, orientation, retention and support services relating to student enrollment functions.

Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.

College organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Record-keeping and report preparation techniques.

Basic budget preparation and control.

Public relations techniques.

Office methods and procedures including business correspondence, grammar, spelling, forms, telephone etiquette, and filing.

**ABILITY TO:**

Plan, organize, and direct the operations of the STEM Transfer Center.

Interpret, apply and enforce pertinent laws, rules and regulations.

Coordinate, oversee and participate in a variety of outreach and recruitment functions.

Oversee and participate in providing consultation and assistance to prospective and current students, parents and the public concerning College admissions, enrollment, programs and services.

Develop, implement and conduct recruitment and outreach activities at secondary schools.

Oversee and participate in the preparation and distribution of correspondence and a variety of promotional and informational materials.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Plan and organize work.

Work independently with little direction.

Operate a computer and assigned software

Oversee and participate in the preparation and maintenance of various records and reports.

Analyze policies and procedures and formulate recommendations for improvement. Effectively communicate both orally and in writing.

Establish and maintain cooperative-working relationships with those contacted during the course of work.

Utilize computer software applications, and keep records and prepare reports.

Work independently, assume responsibility, and take initiative in carrying out assignments.

### **EDUCATION AND PAID EXPERIENCE:**

Any combination equivalent to: Master's degree in a STEM field (Science, Computer Science, Engineering or Mathematics) and three years increasingly responsible paid experience in education or a profession involving work with post-secondary students in STEM based fields of study, with at least one year of paid experience providing academic services aimed at improving skills of students in STEM- based fields of study.

A sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Indoor work environment.

Driving a vehicle to conduct work.

#### **PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information and make presentations.