

## District 1199C Training & Upgrading Fund

### JOB POSTING: "STEAM Scholars" Project Coordinator

**General Overview of Position:** The STEAM Scholars project, based within Roxborough High School's Academy of Health Sciences & Research, is a pilot initiative funded by the US Department of Health & Human Services' Office of Minority Health through the "National Workforce Diversity Pipeline Program." The project aims to increase public high school students interest in, persistence through, and matriculation into post-secondary program of study in health- and STEM-related fields.

The STEAM Scholars Project Coordinator will serve as the primary on-site project staff person at Roxborough High School, with responsibility for recruiting and supporting a new cohort of "STEAM Scholars." In-school and out-of-school-time programming for STEAM Scholars during their high school years is designed to support their academic progress, while exposing them to career and educational pathways in health and STEM. The project features strong wellness and self-advocacy components.

The STEAM Scholars Project Coordinator will report to Sarah Robbins, the Training Fund's Senior Manager of Youth Partnerships, within the Department of Workforce Development. This is a full-time position, and offers a highly-competitive benefits package.

#### **Specific Duties:**

##### **Program Coordination:**

- Recruit, interview/screen and select/enroll a new cohort of 30+ STEAM Scholars
- Provide individualized case management and coordinate student supports, both proactively and reactively
- Develop summer program activities – including summer work experience and internship opportunities – that supports student transitions between grades and into post-secondary education
- Support students' applications to post-secondary and other programs, including offering financial aid and scholarship research assistance
- Communicate regularly with the STEAM Scholars Project Team about student needs and progress, preparing regular updates
- Facilitate external partner-led activities/opportunities for participating students during the schoolyear
- Create and maintain schedule and protocols for the STEAMlab at Roxborough High School, including maintaining a technology inventory and coordinating of any required maintenance for the space itself.

##### **Academic Enrichment & Support:**

- Develop individualized academic plans for students enrolled in programming – work with project team, faculty and other on-site partners to identify gaps, work one-on-one with students to increase academic performance, and generally develop strategies to support students' learning and successful grade progression
- Provide and/or coordinate academic instruction/support that targets areas for improvement, including recruitment and organization of volunteers for tutoring sessions and sessions focused on post-secondary success

- Partner with Roxborough faculty to develop course work and projects that support classroom instruction and utilize the STEAMlab.
- Provide and/or coordinate support for students' ACT/SAT competencies and testing strategies
- Research and recommend best practices related to academic programming for youth and young adults

**General Programming Responsibilities:**

- Track students' progress through the program, and coordinate with other staff around needs
- Collect and maintain data on student progress/activities, using data to inform the development of program strategies
- Maintain student files and collect necessary enrollment documentation
- Participate in training and professional development activities
- Other activities as needed, to support the Senior Manager of Youth Partnership and Workforce Development Director in meeting the goals and outcomes associated with this project

**Requirements:** The STEAM Scholars Program Coordinator will possess a comprehensive knowledge of youth development and program. Educational/teaching experience is required, in traditional and/or non-traditional settings. Excellent documentation and organizational skills are required, including strong MS Office Suite (Excel in particular). Applicants should hold a Bachelor's Degree at a minimum.

*This grant-funded position will operate primarily out of Roxborough High School during the academic year.*

**To apply:** Submit resume and cover letter/email to Peter Chomko, Manager of Strategic Initiatives, District 1199C Training & Upgrading Fund – [pchomko@1199ctraining.org](mailto:pchomko@1199ctraining.org).