PALOMAR COMMUNITY COLLEGE DISTRICT
Title III/STEM Outreach Coordinator

DEFINITION
To oversee and coordinate outreach services and events at local high schools and at the College for Science, Technology, Engineering and Mathematics (STEM) students; to implement program goals and objectives; and to perform a variety of administrative tasks in support of assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Instructional Dean, Mathematics and the Natural and Health Sciences.

May exercise technical and functional supervision over clerical staff.

DISTINGUISHING CHARACTERISTICS
This classification is differentiated from other Outreach Coordinator classifications by its responsibility for providing outreach services to students in STEM disciplines at the high school level and Hispanic and other low income (HLI) STEM students at Palomar College.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS
Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Oversee and coordinate outreach activities and events for the STEM program, including conducting presentations at high schools and Palomar College and participating in various career fairs and activities.

2. Orient high school students to the structured STEM transfer pathways at Palomar College; identify potential Palomar College STEM students in developmental and transfer-level math courses; encourage Palomar College students to join the STEM track.

3. Working with faculty, track Palomar College STEM students' academic progress and provide follow-up and implement strategies to support students in successfully completing their studies; oversee the seamless transfer of HLI STEM students to four-year universities.

4. Recommend and assist in the implementation of goals and objectives for the STEM grant; establish schedules and methods for providing outreach services; implement policies and procedures.

5. Monitor STEM program performance; recommend and implement modifications to systems and procedures.

6. Receive and respond to event requests; schedule and coordinate STEM outreach events; prepare and maintain a calendar and schedule of activities; research, collect and purchase outreach display materials and flyers; recruit volunteers to assist in event preparation.

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7. Recruit and train volunteers for STEM activities; schedule volunteers for outreach events at appropriate high schools and Palomar College.

8. Conduct presentations regarding the STEM program at high schools, businesses and community groups; provide college information and respond to requests and inquiries; publicize other Palomar College programs.

9. Promote and coordinate STEM activities for the College; prepare program event and marketing materials including news releases, flyers, schedules of events, pamphlets and brochures.

10. Maintain records and develop reports related to the STEM program and program effectiveness; prepare statistical reports as required.

Marginal Functions:

1. Maintain awareness of new developments in STEM disciplines, outreach, and marketing; incorporate new developments as appropriate into the STEM program.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:
Basic operations, services and activities of high school and college academic outreach programs.
Principles, practices and applications of STEM academic disciplines, public relations, public affairs, media relations and marketing.
Methods and techniques of public speaking.
Pertinent District policies, procedures and information.
Principles and practices of outreach program development and implementation.
Basic procedures, methods, and techniques of budget preparation and control.
Modern office equipment including computers.

Ability to:
Coordinate and direct outreach and marketing programs.
Plan, schedule and prioritize outreach activities and events.
Recruit and train volunteers.
Recommend and implement goals and objectives for providing effective outreach services.
Interpret and explain District policies and procedures.
Speak before large groups.
Allocate limited resources in a cost-effective manner.
Communicate clearly and concisely, in both oral and written English.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:
Experience:
Three years of increasingly responsible academic outreach or public relations experience, including one year of administrative responsibility.

Training:
Equivalent to the completion of the twelfth grade supplemented by college-level coursework in education or a STEM-related field.

License or Certificate
Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS:

Environmental Conditions:
Office and field environment; travel from site to site; extensive public contact.

Physical Conditions:
Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized vehicles.

TERMS OF EMPLOYMENT

All positions in this classification are specially-funded, and the duration of any position in this classification is dependent upon the continuation of funding.