MASSASOIT COMMUNITY COLLEGE

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Massasoit Community College - Coordinator of Recruiting for STEM Starter Academy 2016

About Massasoit Community College:
We at Massasoit Community College pride ourselves in our tradition of excellence and in our historic mission of accepting all who desire to learn. We are dedicated to creating a challenging and supportive environment where the members of our community can attain their educational and personal goals. We encourage all to take responsibility for their learning, to discover their potential, and to achieve their ambitions. Massasoit Community College is solidly committed to diversity, equal opportunity, and affirmative action in the development of its policies, programs, procedures, and practices. Our mission, vision, and values emanate from the principles of diversity and opportunity for all.

In accordance with the American College and University President's Climate Commitment, it is our goal as educational leaders to demonstrate a strong commitment to sustainable practices through highly visible efforts. All staff must demonstrate a commitment to energy conservation and environmental stewardship and promote those values to co-workers and the wider campus community.

Job Description:

This position will be responsible for managing the recruitment program for Massasoit's 2016 STEM Starter Academy. The STEM Starter Academy will have a goal of enrolling up to 80 high school graduates to hone their STEM skills and interests during the summer of 2016 at Massasoit. It will focus on math fluency (through developmental and college level math courses) and preparation of students to pursue a STEM program at the college level (through a STEM skills and interest workshop). The summer STEM skills and interest workshop will help students develop problem-solving skills, foundational study skills, and a deeper understanding of the variety of STEM programs and careers. To meet the enrollment target for the academy, the coordinator will need to design and implement a plan to disseminate information about the Academy, and target students, parents, high school staff/faculty and community organizations. The position of Recruiting Coordinator will focus on these areas:

1. Design and implementation of recruiting for the summer 2016 STEM program.
2. Working with MCC admissions and other involved staff and faculty to promote the program at new student orientations prior to the Summer 2016 program.
3. Producing and delivering informational content via email, regular mail, social media, and online materials.
4. Schedule and conduct informational visits at local high schools to inform students and/or key administrators and staff about the summer 2016 program at MCC.
5. Work with other Academy staff to develop application materials and process applications of interested students.

Requirements:

The successful candidate will have a Bachelor's degree or higher in a STEM field or STEM education and have experience helping students be successful in STEM at the college level. Preference will be given to candidates with previous experience working at or with local high schools. Experience and familiarity with academic advising and the college admissions process will be a plus. Candidates should be fluent with

technology and have strong organizational skills, a history of effective collaboration, and an ability to inspire and motivate both staff and students.

Additional Information:

Worksite: Brockton campus and surrounding communities.

Hours: Monday - Friday, primarily 8:30 am - 5:00 pm, with occasional weekends and evenings as needed

Salary: $31.32 per hour, 250 hours maximum. No benefits, this is a part-time grant-funded position ending in July 2016.

Deadline to Apply: November 9, 2015

Application Instructions:

Please apply online with a cover letter and resume.

<u>Please Note</u>: Faxed, emailed, or mailed in resumes and/or materials will <u>NOT</u> be accepted. Due to the high volume of applications we receive, we are unable to provide individual feedback on application statuses. Please refrain from contacting the hiring manager and/or hiring department via phone, email, fax, mail, third person party or vendor and in person. Failure to comply, may result in application withdrawal.

Massasoit Community College is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, genetic information, gender identity or sexual orientation in its programs and activities as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and college policies. The College prohibits sexual harassment, including sexual violence. Inquiries or complaints concerning discrimination, harassment, retaliation or sexual violence shall be referred to the Title IX Coordinator, Yolanda Dennis, Office of Institutional Diversity, 508-588-9100 X1309, Brockton Campus, Administration Building, Room 229, ydennis@massasoit.mass.edu, or the College's Affirmative Action Officer, Donna R. Boissel, Human Resources, 508-588-9100, X1505, Brockton Campus, Administration Building, Room 233, dboissel@massasoit.mass.edu, the Massachusetts Commission Against Discrimination, the Equal Employment Opportunities Commission or the United States Department of Education's Office for Civil Rights.

Women, Minorities, People with Disabilities and Veterans are encouraged to apply.