

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE
TEMPORARY POSITION DESCRIPTION**

POSITION TITLE: STEM Activities Coordinator

DEPARTMENT/LOCATION: Grants & College Support Programs; Title III/STEM; MVC

BASIC FUNCTIONS: Under the supervision of the area Dean, provides leadership in the development and implementation of Title III/STEM grant Mobile Innovation Center K-12 STEM standards based activities and programming; acts as a College liaison to faculty, STEM departments, disciplines, programs, and local K-12 schools and districts (including instructors); performs research and reporting, monitors new K-12 STEM technologies; and performs a variety of skilled duties related to the development of approved K-12 STEM activities and programs ensuring comprehensive and adequate STEM outreach and services

REPRESENTATIVE DUTIES:

1. Provides leadership in coordinating STEM activities with K-12 STEM courses, programs, and projects.
2. Contacts local K-12 districts and schools to identify needs of STEM outreach activities and programs through the STEM Mobile Innovation Center.
3. Develop and submit a complete comprehensive K-12 STEM Mobile Innovation Center standards-based project manual.
4. Ensures communication between K-12 districts and MVC's STEM Mobile Innovation Center.
5. Assists SSSC/STEM Mobile Innovation Center staff in coordinating appropriate K-12 standards based activities and demonstrations.
6. Assists in planning and development, materials ordering and use, and STEM Mobile Innovation Center scheduling.
7. Composes and produces typewritten letters, e-mails, memos, meeting summaries and/or minutes, and other documents.
8. Collaborates with K-12 faculty and representatives in developing partnerships with MVC's STEM Mobile Innovation Center.
9. Disseminates all STEM Mobile Innovation Center information to all K-12 districts and schools through scheduled meetings, email, mail, fax, calls, or walk-ins.
10. Assists in preparing required grant funded narrative for K-12 activities reports within specified timelines.
11. Prepares and maintains contact files for K-12 schools, districts, departments, faculty, and designated representatives.
12. Responds to inquiries providing information on STEM Mobile Innovation Center activities and projects.
13. Maintains a friendly, supportive atmosphere for students, faculty, and the public.
14. Performs other duties, related to the position, as assigned.

QUALIFICATIONS: Bachelor's degree required. Must have knowledge of California K-12 Core standards in the Sciences and Mathematics.

May 2013

HOURS / DAYS: A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.