

DIRECTOR OF STEM

Lacombe Campus

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled in Lacombe.

Applications will be accepted until position is filled, with preference being given to those received on or before December 24, 2018. All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

To apply please submit: (1) a letter of application, (2) a resume and (3) official transcript to:

Attention: Hiring Manager

Northshore Technical Community College

65556 Centerpoint Boulevard

Lacombe, LA 70445

Telephone number: 985-545-1262

Email: veronicaflynn@northshorecollege.edu or hr@northshorecollege.edu

Job Summary:

The Director of STEM is responsible for developing, planning, managing, supporting, organizing, and implementing STEM programs and provides leadership for college-wide STEM initiatives. This position gives direction and leadership for the overall administration and coordination of the STEM programs at NTCC.

QUALIFICATIONS:

Minimum Qualifications:

- Master's degree in one of the related STEM disciplines from a regionally accredited institution
- Experience in higher education
- Minimum two years of college level teaching experience and course development
- Ability to work effectively with a diverse employee and student population
- Ability to travel to off-site meetings, events and conferences
- Demonstrated ability to present and facilitate professional development
- Ability to instruct and train in online course programs such as Canvas

Preferred qualifications:

- Two or more years of experience in higher education
- Prior supervision experience
- Demonstrated understanding of NTCC's mission and goals
- Attention to detail
- Ability to embrace change in a dynamic higher education setting

RESPONSIBILITIES:

Academic STEM Design

- Serve as a resource for faculty and staff for a variety of teaching and learning needs, especially those focused on STEM disciplines. This work may include advising on the development of innovative assignments, activities, instructional and assessment approaches, as well as syllabi and curricular development and improvement.
- Facilitate faculty and staff learning communities and workshops on STEM methods and effective practices in a variety of focus areas such as inclusive pedagogies, meaningful learning assessment, active and engaged learning, emerging and innovative STEM frameworks, etc.

Collaborative projects on course and curricular design

- Develop and support programming that contributes to an inclusive learning environment
- Chair NTCC's STEM committee and to develop, sustain, support and assess educational development initiatives, especially those focused on STEM

Operational support

- Work with the STEM committee members on building key relationships across campus and within the community
- Work with the Strategic Initiatives Division to develop, manage, and maintain newsletters, websites, and social media that will help us share information about teaching STEM at NTCC

Leadership

- Implement strategic plans to pursue college goals for STEM
- Communicate critical information to STEM faculty members
- Implement instructional strategies to increase success rates in STEM related courses
- Develops and delivers STEM learning opportunities to faculty, staff, and students

Program Management

- Promote STEM courses and programs
- Research and develop new STEM courses and programs
- Monitor and implement statewide STEM curriculum initiatives
- Recruit prospective STEM students
- Conduct training for faculty members in implementing STEM projects
- Grants development and management

STEM Camps

- Creates, plans, coordinates, promotes, and oversees NTCC's STEM camp programs
- Communicates with instructors, guest speakers, and others contributors to the STEM camp instructional programs
- Approves all STEM camp activities
- Hires STEM camp staff
- Responsible for communicating with parents, guardians, teachers, and counselors and other camp staff prior, during, and after the STEM camp
- Develops and implements policies and practices related to STEM camps

SPECIAL SKILLS AND ABILITIES:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Skills/Abilities: Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work related information and materials. Must have skills in classroom technology – computer skills, projectors, etc. Must establish and maintain effective working relationships. Excellent customer service skills. Ability to demonstrate competence in areas expected to teach. Ability to plan, organize and instruct quality educational programs.

Ability to communicate effectively with adult learners and to maintain good relationships with staff, faculty, and students. Ability to exercise individual initiative, independent actions, and sound judgment. Ability to perform basic math computations including adding, subtracting, multiplying and averaging all units of measure. Ability to compute fractions, percents and decimals. Ability to use effective critical thinking, problem solving and decision making skills.

2. Equipment Used: Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)

3. Software Used: A variety of word-processing, spreadsheet, database, e-mail, and presentation software. Student information systems as well as online instruction modules.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl, climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

INTERPERSONAL SKILLS:

Effective written and verbal communication skills are required. Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

Northshore Technical Community College is an Equal Opportunity Employer

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.