

# **DIRECTOR OF INNOVATIVE TECHNOLOGIES AND STEM OUTREACH**

Lacombe Campus

## **Job Announcement**

Northshore Technical Community College is accepting applications for a full-time, unclassified Grant Funded, position domiciled at the Lacombe Main Campus.

**Applications will be accepted until position is filled, with preference being given to those received on or before June 13, 2019. 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: [resumes@northshorecollege.edu](mailto:resumes@northshorecollege.edu)**

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## **Job Summary:**

The Director of Innovative Technologies and STEM Outreach is responsible for achieving the management, recruiting and curriculum goals of various projects in academic and outreach programs within the Strategic Initiatives Division. The successful candidate will work directly with Innovative Learning opportunities (such as the DXC Higher Education Grant, Mechatronics Apprenticeship Program and other assigned projects). Must manage project budgets and ensure all aspects of the projects are compatible and flowing smoothly. She or he will coordinate with other university systems and manage the curriculum board and its processes.

## **QUALIFICATIONS:**

### **Minimum Qualifications:**

- Master's degree in one of the related disciplines from a regionally accredited institution
- Experience in higher education
- 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
- Driven to achieve goals

### **Preferred qualifications:**

- Master's degree in a STEM related discipline from a regionally accredited institution
- Experience in higher education
- Two or more years of experience in higher education
- Experience in college setting and/or working with business and industry partners
- Familiarity with PM software, collaboration and time management tools
- Experience with process improvement; KPIs; and metrics
- PMP Certification or willingness to pursue certification
- Advanced time management and analytical skills
- Excellent client-facing communication skills
- 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:**

1. Meet with clients to take detailed ordering briefs and clarify specific requirements of each project.
2. Track project performance, specifically to analyze the successful completion of short- and long-term goals.
3. Meet budgetary objectives and make adjustments to project constraints based on financial analysis.
4. Develop comprehensive project plans to be shared with clients as well as other staff members.
5. Use and continually develop leadership skills.
6. Lead on all activities related to the DXC Higher Education Grant, Mechatronics Apprenticeship Program and other projects including both recruiting and curriculum development.
7. Responsible for utilizing grant funds to provide the best possible candidates for DXC and other programs. This might include hosting special events, such as hack-a-thons, as a way to identify non-computer science students as potential candidates.
8. Working with community training programs to identify potential opportunities.
9. Responsible for assisting college in faculty retention and recruiting efforts.
10. In charge of getting student involvement in project-based work, internships, testing systems, pilot programs and other activities.
11. Accountable for getting branded campus sites focused on innovative technologies established at their campus. This includes providing activities at the campuses to attract both students and community members to visit them and participate in activities at them.
12. Responsible for including their other campus sites in Innovative Technology activities.
13. Work collaboratively within the system and with institutions in the state to share resources, ideas and best practices.
14. Expected to provide creative and innovative solutions to reach the recruitment and other goals of the DXC Higher Education Grant and other programs.
15. Lead all college-wide STEM Education Outreach:
  - 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.
  - 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
  - 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
  - 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
  - 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

- 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

16. Additional duties as assigned.

\*This position is a full-time temporary position that is renewable each year during the duration of the DXC Higher Education Grant program.

1. **Skills/Abilities/Knowledge:** SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: analytical skills, applying assessment instruments, interpersonal skills, planning and managing projects, preparing and maintaining accurate records, quality customer service skills, using pertinent software applications, verbal and written communication skills, customer and student focus, supervisory and management skills, diplomacy skills, presentation skills, collaborative skills, and strong organizational and planning skills.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent codes, policies, regulations and/or laws, working with diverse populations.

ABILITY is required to gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the function of the job include: adapting to changing work priorities, working and communicating with culturally diverse groups (service area, parental, governmental agencies) – both written and orally, establishing effective relationships, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and ability to travel.

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 establish and maintain effective working relationships. Excellent customer service 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. Employee must have basic to intermediate proficiency in the use of Microsoft Office Suite. Experience in Student information systems as well as is preferred.

### **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. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**INTERPERSONAL SKILLS:**

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.

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**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.