Security Sensitive:	Grade:
Reports To:	

Job Summary:

Under general supervision of the Director of NSF HSI Projects, the STEM Honors Program Coordinator will work as part of the NSF HSI project team to coordinate activities of the STEM Honors Program and to provide oversight of the STEM Honors Students, the honors point system, undergraduate research experiences and other co-curricular activities, and NSF scholarships.

Essential Functions

- Works as part of the NSF HSI project team to accomplish goals of the NSF HSI project;
- Oversees daily implementation of the STEM Honors Program;
- Works closely with the STEM Transfer Student Success Advisor for development of a
 - Supervises Peer Tutors (part-

Minimum Education, Skills and Abilities

- Bachelor of Science plus 18 or more graduate level hours in a STEM-related field or an equivalent combination of education and experience;
- Min. two years' experience in STEM course development, instruction of STEM-related classes at a post-secondary level, or coordinating student organizations;
- Field or research experience in STEM or STEM education;
- Experience supervising student-workers;
- Experience working with minority or disadvantaged student populations;
- Prioritize diversity, equity, and inclusion regarding your support of students' success;
- Strong communication and organizational skills;
- Strong interpersonal skills;
- Ability to work within a team environment using collaborative approaches;
- Ability to foster partnerships to promote quality in education.

Preferred Education, Skills and Abilities

- Able to speak English and Spanish proficiently;
- Prior experience with STEM transfer students and facilitating students' transfer success;