

STEM Program Outreach Coordinator
Cypress College

Basic Function:

This is a professional expert, short-term temporary, hourly opportunity. The assignment is on an as-needed basis and may be shortened or extended. This recruitment will remain open until filled or withdrawn.

Mission Statement:

The goals of the STEM Program at Cypress College are to increase the number of underrepresented and low-income students attaining degrees in the fields of Science, Technology, Engineering, and Mathematics.

This position requires:

Successful work experience of increasing responsibility in social services or related areas that have included extensive public contact with people of diverse cultures, language groups, and abilities. Program planning, implementation, and evaluation; leading the work of others; and preparation of data for reports and other materials. Demonstrated skills in oral communication, including public speaking, and in written communication. Use of a variety of computer software to track and monitor data, compose and prepare correspondence, memoranda, and other information.

Job Description:

- Conduct outreach efforts for the Project RAISE grant
- Outreach to local organizations and businesses to obtain internships for STEM students
- Represent the STEM Program at our Zoom workshops as well as relevant Cypress College online events.
- Meet with new, current, and prospective STEM Scholars via Zoom to provide social support
- Create workshops and conduct mock interviews to prepare students for summer research and internship opportunities
- Conduct observations for student leaders during group meetings
- Interact with students and facilitate group activities during our STEM workshops
- Conduct follow-up calls to ensure that students are meeting the STEM Program's minimum requirements as well as encouraging attendance for our upcoming events
- Recruit science-based majors via in-class zoom presentations and outreach calls
- Work closely with STEM staff to brainstorm for future events and activities
- Develop ideas to encourage and strengthen the social and cultural bonds among STEM Scholars
- Create the STEM Program's monthly, counselor, and general newsletter
- Utilize internet research, computer word processing, electronic mail, and spreadsheet programs
- Strong knowledge of Microsoft Office
- Assist STEM Program Coordinator with special projects and other duties as assigned

The position requires 26 hours per week and will be paid \$20.00 an hour.

Applicants may submit their cover letter and resume to STEM Program Director, Yanet Garcia at ygarcia@cypresscollege.edu by no later than **Wednesday, March 23, 2022.**

Position Start Date: As soon as possible. The position will be extended through fall 2022.