Amherst College
Office of Human Resources

JOB DESCRIPTION

Title: Science Center Program Coordinator

Department: Provost and Dean of the Faculty  Reports to title: Administrative Director, Science Center

Full Time: ___________ Part Time: X ___________ Date Prepared: 18-Sept-19

Job Group & Level: PT-2  Regular Daily Work Schedule: Monday to Friday
1. **Summary of Position:**

The Science Center Program Coordinator serves as the central point for contact for students, provides administrative support for the Administrative Director, coordinates events and manages programs for the Science Center.

The coordinator supports and implements Science and Math (STEM) programs, including the Summer Research Program (SURF), Being Human in STEM, and the Incubator Project.

The coordinator serves as a key contributor to enhancing the students’ experience and sense of belonging in STEM as well as contributing to the educational equity for students from all social and economic backgrounds through STEM-specific programming (SURF, etc). In particular, these programs address the needs of the undeclared student population. The coordinator will lead the operational management of events, workshops, conferences and other activities through partnership with Science Center Administrative Director, faculty, staff as well as other Amherst College community members and departments. The coordinator will support the Administrative Director on additional projects and tasks as assigned.

The Program Coordinator will work effectively with diverse teams, demonstrate a commitment to continually improving how the center serves Amherst students, and participate in the college’s efforts to create a respectful, inclusive, and welcoming educational environment.

2. **Principal Duties and Responsibilities:**

**35% Program Coordination**

- Carry out academic year activities for summer research program with the Director (Path to Research Program & application/recruitment process) along with campus partners
- Coordinate summer research program communication tools (i.e. application, website, list serv, newsletter, flyers, get-togethers, targeted communications) as well as develop summer research alumni program for academic year programming
- Contribute to activity programming for students, including supervision of the Summer Research Program Post-Bac Fellow
- Being Human in STEM Initiative: Support community-facing Being Human in STEM programs, including 2020 conference (logistics, administration)
- Incubator Program: Support the Director in the administration of Profs. Edwards and Durr’s Incubator Program
- Implement with the Director subsequent academic year activities for the Inspire Science Program, collaborate with STEM faculty, staff, students and other campus partners for all installations
- Support on new programs and initiatives as assigned
20% Event Management
• Coordinate logistics for department and Science Center events
• Inform faculty of all upcoming deadlines
• Maintain calendar of Science Center events and obligations

20% Outreach
• Serve as first point of contact for Science Center occupants
• Serve as departmental liaison to the College community (e.g., Registrar, Controller, Facilities, Catering)
• Update information on Science Center’s website and social media sites
• Develop a program that partners with student groups/clubs to utilize spaces in the Science Center with special focus on developing programming for undeclared first- and second-year students

20% Administrative Support
• Manage and process student payroll (for both student workers and summer researchers)
• Promptly process invoice, reimbursement, and honorarium payments
• Purchase and maintain office equipment and supplies
• Implement a space maintenance tool to track the quality and upkeep of common spaces, classrooms and teaching labs in the Science Center
• Provide facility support (i.e. loading dock, copy room, laptop carts, lobby touchscreen, etc) as needed
• Communicate and implement building best practices to the Science Center users

5% Performs other duties/ functions as requested.

All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

3. Internal-External Interaction/Communication:
Straightforward operational interactions, communications and collaboration across the College and outside the College.

4. Education: (include certifications and licenses)
Required: Bachelor’s and/or two to five years of related professional experience.
Preferred:

Experience: (List specific skills necessary to perform this job) 5 years of related experience
Required:
• Strong written and verbal communication, interpersonal, time-management, organizational, and customer-service skills
• Ability to take initiative, work independently, and work collaboratively
• Demonstrated high level of attention to detail
• Sensitivity to issues of confidentiality
• Proficiency in Microsoft Office, Google Suite, ability to learn new software
• Experience working collaboratively with a diverse community

Preferred:

• 5 years or more of related experience at an academic institution
• Event Management experience
• Social Media communication experience
• Canva, HTML and other web-based programming

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

   Repetitive motions including hands, wrists, and fingers; visual – normal concentration; lift, carry, push, and pull 20 lbs.

7. **Decision Making:**

   Determines how to carry out job responsibilities, makes operational decisions following established guidelines, procedures, and policies; decisions and actions are regularly reviewed by supervisor.

8. **Supervision Exercised/Received:**

   Minimal supervision. SCPC reports directly to the Administrative Director of the Science Center.

   Supervisory Responsibility: Yes X _____ No _______

   Number of Employees Supervised: Student workers