

GRADUATE ASSISTANT

POSITION: STEM SCHOLARS PROGRAM COORDINATOR
SUPERVISING DEPARTMENT: STEM SCHOLARS CENTER FOR
DIVERSITY AND EXCELLENCE

POSITION DESCRIPTION:

This position will coordinate Western Oregon University's STEM Scholars Center to support STEM students from under-represented or under-privileged groups. Through these activities, this role expands WOU's efforts to recruit and support diverse students in STEM disciplines with the long-term outcome of increasing the diversity of students who are retained and ultimately graduate in STEM programs. In order to achieve this outcome the university must identify, develop programming that (1) welcomes diverse students to WOU; (2) provides academic support, social support and community for diverse students; (3) empowers diverse students to imagine and achieve futures in STEM fields; (4) engages WOU faculty, staff and programs as collaborators in this work.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited institution
- Fully admitted graduate student in a program at Western Oregon University.
- Strong written and verbal communication skills
- Capable of coordinating events and collaborate with team members
- Ability to work independently with little supervision; be conscientious and reliable, with an aptitude for creative problem solving; and obtain an attitude of mutual respect and collegiality
- Capable of using (and supporting the use of) technological tools.
- Candidates must have a valid Oregon Driver License, be able to lift recruitment material up to 50 pounds, and have the flexibility to work evenings and weekends as needed.

PREFERRED QUALIFICATIONS:

- A degree from Western Oregon University
- Proficiency in spoken and written Spanish
- Experience communicating and interacting effectively with a team, with partners, and with clients.
- Experience in program development.

- Experience in event planning.
- Supervisory experience
- Experience and success in working with community organizations

*** Acceptance into a WOU full -time, approved graduate student program is a condition of employment. The following documents are required prior to hire: Unofficial copy of currently enrolled WOU courses and Copy of the completed GTA Approval Request form.*

Re-appointment must be determined upon continuous enrollment in the graduate program, performance evaluation, as well as student academic standing.

DUTIES AND RESPONSIBILITIES:

Under the direction of the STEM Scholars Director, the Program Coordinator:

- Supervises the STEM Scholars Peer Mentors
- Coordinates academic support and social activities for students involved in the STEM Scholars Program
- Works with STEM Faculty to develop skill-building workshops/field trips, supplemental instruction, and develop a 'Partners in Industry Seminar Series'
- Facilitates student introductions to STEM faculty and coaches students regarding identifying internship opportunities
- Coordinates outreach activities with the Willamette Promise High Schools to facilitate recruitment of students to the STEM disciplines. This may include tabling at college fairs, organizing laboratory experiences or campus tours on the WOU campus, and planning community events
- Maintain the STEM Scholars website and develop informational pamphlets to disseminate information about the program to participants, prospective participants, high school counselors and teachers, and WOU faculty.

HOURS:

Typically the Graduate Assistant is expected to work the following hours

- Monday thru Friday, but may have occasional weekend or evening shifts. The workload requirement is 19.6 hours per week (.49 FTE). Shifts may be adjusted in response to periodic need.