



STEM (Science, Technology, Engineering, & Mathematics) Specialist Job Description

Job Title: STEM Specialist
Job Class: Instructional/ Administrative - Professional
Department: Engineering and Business
Reports To: Dean of Engineering and Business
FLSA Status: Exempt
Compease: Grade 13
Approved By: Vice President of Academic Affairs
Approved Date: 2/19/21

I. Position Purpose

The purpose of the STEM (Science, Technology, Engineering, and Mathematics) Specialist position is to develop engineering and other STEM programs and provide them to area high school students, college students, adult learners, and incumbent workers. The person hired to fill this position will be responsible for instruction and will be an integral part of the student educational experience, coaching and advising students as well as conducting program, course, and student outcomes assessment. The STEM specialist will develop Career Pathways that attract and credential nontraditional students. In addition, the Stem Specialist will engage in professional work to advance the College's mission by participating in institutional advancement, building and fostering relationships between education and business, professional development, and community service in the pursuit of excellence.

II. Duties and Responsibilities

INSTRUCTION, ASSESSMENT, AND RECORD-KEEPING: The STEM Specialist will provide formal engineering instruction to college students and to high school students enrolled in College Credit Plus (CCP), delivering courses on campus and at off-campus partner sites. This position will serve as a coach for CCP STEM pathway courses in partner high schools. The Specialist will also support assessment as needed, conducting evaluations of student learning in a fair manner using evaluation methods appropriate to outcomes, evaluating student learning, maintaining accurate evaluation and coursework records, submitting grades, seeking feedback on course delivery and student learning, ordering textbooks, and maintaining the lab and lab equipment. In addition, the Specialist will assist with the maintenance of accurate student records, including test scores, outcomes, and certifications. The Specialist will track non-traditional enrollees' retention and graduation rates while developing strategies to eliminate equity gaps.

STUDENT COACHING: The STEM Specialist will maintain required office hours that are compatible with student schedules and will engage students in the advising process, meeting face-to-face with advisees to provide advice, guidance, and feedback as often as needed, using institutional tools to create student plans and maintain documentation for each advisee. The Specialist will direct students to appropriate College resources with expediency and efficiency. The Specialist will serve as advisor for Engineering student organizations and will provide support for students engaged in the registration process when necessary.



COORDINATE TECH PREP: The STEM Specialist will collaborate with other Tech Prep coordinators regionally, collect and submit information as requested from the Tech Prep Regional Coordinator and the Ohio Department of Education (ODE), review all WSCC CTE 26 applications, and represent WSCC at local, state, and national training events. This position will also provide technical assistance to secondary and post-secondary schools, manage grant expectations, and prepare quarterly financial reports for ODE.

DEVELOPMENT OF EARLY COLLEGE PARTNERSHIPS WITH HIGH SCHOOLS: The STEM Specialist will work collaboratively with internal and external stakeholders to create opportunities for students to pursue college credit while in high school (early college) and will support the planning and implementation of early college pathways in both Ohio and West Virginia. The STEM Specialist will cultivate relationships with high school partners through clear and frequent communication and will support continuous improvement efforts, participating in the development of early college pathways with high school partners as part of strategic discussions with both secondary school and College personnel. The Specialist will serve as the ongoing liaison to assist the secondary school partners with the implementation of the early college pathways. In conjunction with the Academic Affairs Department, the STEM Specialist will work collaboratively with College and high school personnel to identify students for participation in early college pathways while also conducting student recruitment activities.

ENGAGE IN PROFESSIONAL DEVELOPMENT: The STEM Specialist will formulate and implement goals for growth; identify personal professional development needs and participate in professional development for continuous improvement; maintain or attain appropriate certification, licensure, or credentials; and serve on community, state, and professional committees and boards.

DEMONSTRATE PROFESSIONAL AND QUALITY CUSTOMER SERVICE: The STEM Specialist will demonstrate professionalism and provide quality customer service in accordance with the College's values; maintain positive working relationships, and make decisions and solve problems. Maintain confidentiality, positive communication, accurate records, and an organized, safe working environment. Exhibit flexibility, willingness to learn, ability to change, and maintain current technology skills.

III. Qualifications – Education, Experience, and Skills

- Minimum of a Bachelor's Degree in Engineering or a related field from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.
- Is a Certified Manufacturing Specialist and/or holds other industry certificates in manufacturing.
- Minimum of 5 years of full-time professional industry experience.
- Experience teaching in higher education preferred.
- Evidence of professional development in the field of concentration.
- Comprehensive knowledge of Engineering training theories, concepts, and practices, with the ability to apply them in complex, difficult and/or unprecedented situations as pertains to the departmental focus.

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).