

SEEKING APPLICANTS: STEM Education Outreach Coordinator (part-time)



The [Center of Excellence in STEM Education \(CESE\)](#) at East Tennessee State University seeks a STEM Education Outreach Coordinator in a part time (temp) position. CESE is a collaborative effort between the Clemmer College of Education and Human Development, the College of Business and Technology, and the College of Arts and Sciences, and one of the initiatives that we oversee is the Northeast Tennessee STEM Innovation Hub, funded by Tennessee STEM Innovation Network (TSIN).

The person in this position will support our STEM education programs for students in PK-12th grade and their teachers in northeast Tennessee. Responsibilities for this position include the following:

- communicating with schools about CESE’s programs for educators, students, and families;
- collecting, maintaining, and reporting data related to impacts of our programs;
- facilitating and coordinating meetings with partners inside and outside ETSU;
- contributing to the long-term planning and vision of the Center;
- coordinating new initiatives, such as the [STEM Education: Teacher-Company Partnerships in NE TN Project](#), and;
- visiting with partners (school, industry, community) and attending events to build relationships, identify needs, and find future opportunities for collaboration.

The Outreach Coordinator would assume other duties as assigned by the supervisor.

The position is hourly at \$25/hour (non-benefitted) up to 10 hours/week through June 2024, with the possibility of extension pending further funding. This person must be able to travel to sites in this region, but may have the option to work from home. Start date is ASAP.

Disclaimer: The Job Summary is intended to describe the general nature and level of work being performed by individuals in this classification. It is not intended to be a complete list of all responsibilities, duties, and skills required. Management reserves the right to revise the job or require different tasks to be performed as assigned to reflect changes in the position. The employee must be able to perform the essential functions of the position satisfactorily with or without reasonable accommodations.

<p>Knowledge, Skills and Abilities</p>	<ul style="list-style-type: none"> • Ability to demonstrate excellent organizational, analytical, and problem-solving skills • Ability to design and use Excel spreadsheets • Ability to create reports and effectively collect data • Ability to demonstrate excellent verbal and written communication skills • Ability to collaborate with a variety of individuals and groups • Knowledge of and familiarity with the school systems in northeast Tennessee • Experience with education in individual S.T.E.M. fields and/or integrated STEM • A flexible schedule as needed for evening meetings
<p>Required Qualifications</p>	<ul style="list-style-type: none"> • Bachelor’s degree • Two years of P-12 teaching, higher education, or regional workforce experience • Own car with ability to travel to partner sites in northeast Tennessee • Computer skills are required for maintaining email communications, analyzing spreadsheet data, and preparing documentation
<p>Preferred Qualifications</p>	<ul style="list-style-type: none"> • A master’s degree or higher in education or a related field • Experience working with students who are underrepresented in STEM fields, such as those with varying exceptionalities (e.g., learning disabilities), marginalized populations, or those from culturally, linguistically, racially/ethnically diverse backgrounds • Preference will be given to those with experience <ul style="list-style-type: none"> • teaching at any level in northeast Tennessee • working in partnership with regional industry • working or teaching in a STEM field

To Apply: Email Alissa Lange, CESE Director (langea@etsu.edu) ASAP, with a copy of resume/CV and reasons why you are interested and why you are a good fit for this position.