



# JOB OPPORTUNITIES

October 11, 2018

## **OUTREACH COORDINATOR – Millard Oakley STEM Center**

Index 230124, Position 586050

**QUALIFICATIONS:** **Required:** Bachelor degree from an accredited institution. Three years of high quality customer-service experience. Knowledge and professional use of technology via multiple platforms. Ability to facilitate multiple projects while ensuring attention to detail and adhering to deadlines. Ability to be self-directed and make independent judgements. Effective written and verbal communication skills. Knowledge and use of organizational management skills. **Preferred:** Demonstrated experience marketing a product or service to the public. Demonstrated experience working with diverse populations. Demonstrated ability to build and maintain relationships with stakeholders.

**ESSENTIAL FUNCTIONS:** Markets, schedules, implements, and supports STEM education learning experiences onsite and at other locations for P-12 students and/or families in collaboration with P-12 educators and community partners. Communicates regularly with Center's stakeholders via multiple communication methods. Supports Center's professional development by collaborating with faculty across campus, instructional providers and other community partners for the detailed implementation of workshops, conferences, and other forms of professional development. Maintains and schedules use of Center's Lending Library and STEMmobile, providing training and professional development to users. Facilitates the development of relevant standards-aligned integrated STEM education content and curriculum including lesson plans, learning modules, tutorials, videos, and other electronic media instructional materials for informal and formal educational delivery. Recruits, trains, and acknowledges volunteer participation of faculty, student organizations, and community partners in Center's outreach event/activity delivery. Reports to the Center's Director.

**SALARY & BENEFITS:** Salary will be commensurate with education and experience; Administrative Pay Grade AD45. The University offers a competitive benefits package. Benefits include the accumulation of two vacation days per month and one sick leave day per month, and thirteen (13) University holidays. Other benefits include medical and life insurance (shared cost with the university), retirement, optional 401k, and educational benefits.

**APPLICATION PROCEDURE:** Applicants will be required to apply online at <https://jobs.tntech.edu> and electronically upload a cover letter, resume, copy of transcripts (official transcripts required upon hire), and email contact information for three professional references who will be contacted via email to provide a reference letter if selected for an interview. It is the applicant's responsibility to ensure all materials are received. Applications without all required documents are incomplete and will not be considered.

**APPLICATION SCREENING DATE:** Initial screening will begin October 21, 2018; open until filled.

Unless otherwise indicated, all positions listed are full-time, twelve-month positions.

If you are interested in employment opportunities at Tennessee Technological University (TTU), or if an accommodation for a disability is required, contact Human Resources, Room 156, Derryberry Hall, Box 5132, Tennessee Technological University, Cookeville, Tennessee 38505-0001; phone (931) 372-3034. Visit our website at [www.tntech.edu](http://www.tntech.edu).

Tennessee Tech University is an AA/EEO employer and does not discriminate on the basis of race, color, religion, ethnic or national origin, sex, disability, age (40 and over), status as a protected veteran, genetic information or any other category protected by federal or state law. Inquiries regarding the nondiscrimination policies should be directed to [equity@tntech.edu](mailto:equity@tntech.edu).