



## **CCPI STEM SCHOLARS PROGRAM COORDINATOR Job Description**

The CCPI STEM Scholars Program Coordinator is expected to assist, monitor, and provide immediate supervision to the CCPI STEM Scholars through the duration of the grant. CCPI STEM Coordinator is expected to work closely with the leaders of the community college doctoral programs on different aspects of this initiative. The responsibilities are expected to begin on or around April 15, 2022, and conclude on September 30, 2024. Responsibilities of the Scholars Program Coordinator are outlined below:

- Develop a list of criteria for selection of the CCPI STEM Scholars working with the leaders of the doctoral programs. Interest and commitment to STEM and workforce development needs to be included in the criteria.
- Develop interview protocol and timeline
- Conduct interviews with potential candidates for Scholars program
- Introduce the selected Scholars to the CCPI STEM Leadership Team.
- Provide continuous oversight to the Scholars' progress
  - Schedule monthly meetings with the Scholars
  - Provide information about professional events and opportunities
  - Encourage and assist Scholars in giving presentations and producing publications
  - Help them to become NSF ATE ambassadors
  - Monitor Scholars' academic progress and provide assistance when necessary
- Provide monthly updates to the CCPI STEM Leadership Team
- Give a presentation at the Annual Summit and any other appropriate venue.
- Work with the CCPI STEM evaluator to develop and complete annual evaluation of the Scholars program
- Write the CCPI STEM Scholars program annual report