

The Research Foundation for State University of New York
The College at Brockport, 350 New Campus Drive
Brockport, New York 14420-2932
(585) 395-5193

ANNOUNCEMENT OF VACANCY

INTERNAL APPLICANTS ONLY

Exempt Position

Applications are invited for consideration for appointment to the following position:

DESCRIPTIVE TITLE: STEM/Academic Specialist BUDGET TITLE Educator FULL TIME 100%
PROJECT & LOCATION: CSTEP and McNair Programs, Brockport, NY SALARY: \$ 56,875.00 AS
DURATION OF APPT.: 7/1/2017– 9/31/18¹ P/T/A # TBA DATE TO BE FILLED: ASAP

FUNCTION & SCOPE:

The STEM/Academic Specialist is responsible for the implementation of programming that directly relates to the academic and professional development of the CSTEP/McNair Scholars. The STEM/Academic Specialist provides focused, in-depth tutoring in the STEM fields and facilitates student development of study and test-taking strategies. The STEM/Academic Specialist reports directly to the Project Director.

DUTIES:

- Facilitates individual or small group tutoring and Lunch and Learn Career Workshops
- Oversees STEM research/internships and related poster presentations
- Creates and supervises Peer Tutoring component
- Assists students in designing study plans that lead to mastery of problematic courses using best teaching/learning practices that incorporate meta-cognition based learning methods
- Leads workshops on graduate admission tests and development of test taking strategies particularly in the STEM fields
- Documents academic progress of all program participants at midterm and finals
- Help students develop self-advocacy skills to enhance their academic performance in problematic (STEM) courses
- Assist the Project Director with special projects where appropriate
- Travel with CSTEP/McNair Scholars to conferences as needed
- Other duties as may reasonably be assigned by the Project Director.

REQUIRED QUALIFICATIONS:

- A PhD in a STEM field
- At least three years' experience in working with first-generation and/or underrepresented students
- Expertise in Meta-cognition and developmental learning strategies
- Proficiency in academic skills assessment and implementation
- Ability to direct undergraduate summer research projects
- A strong knowledge of The College at Brockport's campus, staff, faculty, academic programs and policies
- Proficiency in Microsoft, Blackboard, Banner and EagleSUCCESS management systems

PREFERRED QUALIFICATIONS:

- * Demonstrated knowledge of the challenges of first-generation students
- * Personal experience in overcoming the circumstances facing our target population
- * Previous experience in Trio programs
- * Demonstrated excellent organizational skills with attention to detail
- * Demonstrated personal qualities of integrity, credibility, and a commitment to serving students.

SPECIAL NOTES: This position is a Research Foundation for The State University of New York (RF) position and is subject to The Research Foundation for SUNY policies and procedures, sponsor guidelines, and the availability of funding¹. All finalists for this position will be subject to suitable pre-employment background investigation and may include confirmation of credentialing. Offers may not be extended until we receive a positive outcome from the pre-employment background investigation.

Preference will be given to highly qualified persons who are members of groups underrepresented in higher education such as members of racial or ethnic minority groups, or first-generation, low-income individuals.

The Research Foundation for The State University of New York (RF) is a private non-profit educational corporation. The RF is not an agency or instrumentality of the State of New York. RF employees are not state employees, do not participate in any state retirement system, and do not receive state fringe benefits. The RF operates under a contract with The State University of New York and receives no directly appropriated state funding. Applicants will not be reimbursed for any travel expenses.

¹ This position is subject to annual review based on performance and the availability of funds. Research Foundation employees working more than 50% of the time receive fringe benefits. For more information about the RF, check our website at www.rfsuny.org.

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Persons interested in the above position should submit a resume along with a letter of application and three (3) letters of reference to:

Name Title: STEM/Academic Specialist Search Committee
Address: CSTEP/McNair Programs
C-16 Cooper Hall, SUNY College at Brockport
Brockport, NY 14420
Telephone: 585) 395-2367

Applications will be accepted until the position is filled; however, candidates should submit their application by the beginning review date to insure optimal consideration.

Beginning Review Date: February 16, 2018

As an Equal Opportunity/Affirmative Action employer, the Research Foundation for SUNY will not discriminate in its employment practices due to an applicant's race, color, religion, sex, national origin, and veteran or disability status.