



## **LaStem Region 7 Assistant Manager**

**Department: Sponsored Programs/Grants**

**FLSA Status: Non-exempt**

### **POSITION SUMMARY:**

The LaSTEM Assistant Manager is vital in assisting the STEM Center Director with planning, coordinating, implementing, marketing, and evaluating initiatives of the Region 7 STEM Center and Coalition. This position is responsible for duties related to assigned initiatives to achieve project success and sustainability in accordance with targets, strategies, and goals defined by the Director.

### **ESSENTIAL FUNCTIONS:**

- Provide general supervision, organization, community volunteers and completion of tasks necessary to implement assigned STEM outreach projects and related activities.
- Assist with planning of STEM outreach projects and related activities.
- Assist with purchasing of materials, supplies, and equipment for assigned projects.
- Maintain budgets and expenditure records for STEM outreach projects and related activities.
- Assist with and supervise in the development and implementation of STEM outreach communications and campaigns such as through email, websites, and social media.
- Assist and supervise in development and implementation of data collection and reporting of the community impact of STEM outreach projects and related activities.
- Responsible for maintaining updated records related to assigned STEM outreach projects and related activities.

- Contributes to a positive, solution focused, innovative and inspirational team and work environment.
- Serve as a liaison between business and industry professionals in arena of education to employment pipeline.

**NON ESSENTIAL FUNCTIONS:**

- Other management duties as required.

**EDUCATION/TRAINING:**

- Bachelor's degree in education, STEM or related field

**PREFERRED QUALIFICATIONS:**

- Experience in project coordination
- Experience in volunteer coordination
- Experience maintaining project budgets, using basic bookkeeping procedures
- Experience providing basic project reports
- Proficient in MS Office and Google Workspace
- Ability to work with diverse and multi-disciplinary teams
- Excellent time-management and organizational skills
- Professional verbal and written communication skills
- Knowledge of and interest in STEM fields
- Experience working with underserved and underrepresented populations in STEM

**OTHER REQUIREMENTS:**

- Valid State Driver's License
- Will require occasional travel

**SUPERVISION/CONTACTS:**

- Will receive direct supervision from the Region 7 STEM Center Director/Sponsored Programs Manager
- Supervision also by the Executive Director
- Daily contact with Center employees and management
- Daily contact with visitors, frequent contact with outside vendors

## **MENTAL SKILLS/ABILITIES:**

- *Math* - Ability to add, subtract, multiply and divide; to calculate variables, formulas, ratio and proportion; to use practical application of fractions, percentages, and statistics.
- *Reading* - Ability to read and understand technical journals, manuals, reference books, legal documents and financial reports.
- *Writing* - Ability to write business letters, expositions, summaries, training manuals and reports using proper format and conforming to rules of punctuation, grammar, diction and style.
- *Speaking* - Ability to be conversant in the principles and methods of effective and persuasive speaking and discussion; and to participate in panel discussions using clear and distinct speaking voice with appropriate pauses and emphasis, correct pronunciation, and variation in word order.
- *Reasoning Ability* - Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret a variety of instructions; to plan work and develop procedures; to learn and/or evaluate information in order to make judgments and decisions.
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## **WORK SITUATIONS:**

- *Communication* - The ability to relate to people in situations involving more than giving and receiving instructions.
- *Direction, Control and Planning* - Adaptable to accepting responsibility for the direction, control, or planning of an activity. The employee may be in a position to negotiate, organize, direct, formulate practices, or make final decisions.
- *Feelings or Ideas* - Adaptable to situations involving the interpretation of feelings or ideas in terms of personal viewpoint. The employee may be called upon to use creativity, self-expression, or imagination.
- *Influencing* - Adaptable to influencing people in their opinions, attitudes, or judgments. The employee may be in a position to motivate, convince, or negotiate.
- *Measurable or Verifiable Criteria* - Adaptable to making generalizations, judgments, or decisions based on measurable or verifiable criteria. The employee may make evaluations on the basis of data.
- *Performing Under Stress* - Adaptable to situations requiring the precise attainment of set limits, tolerances, or standards. The employee may need to be precise, thorough, exacting, or meticulous in regard to material worked; or in activities such as numerical determinations, record preparation, or inspecting.
- *Repetitive, Continuous* - Adaptable to performing repetitive work, or to continuously performing the same work, according to set procedures, sequence, or pace. The employee may perform work that is inherently of a repetitive nature.

- *Sensory or Judgmental Criteria* - Adaptable to making generalizations, judgments, or decisions based on sensory or judgmental criteria. The employee may rely on one or more of the five physical senses, or rely on knowledge gained by experience to make evaluations.
- *Set Limits, Tolerances, or Standards* - Adaptable to performing under stress when confronted with emergency, critical, unusual, and/or dangerous situations; or in situations in which working speed and sustained attention are make or break aspects of the job.
- *Variety and Change* – Adaptable to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Several duties in a job that require significant differences in technologies, techniques, procedures, working conditions, physical demands, and/or situations constitute this factor.

### **PHYSICAL DEMANDS:**

- *Medium Work* - Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull, or otherwise move objects.
- *Balancing* - Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery, or moving surfaces.
- *Carrying* - Supporting the weight of an object with hands and arms and moving from one place to another.
- *Climbing* - Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms.
- *Crouching* - Bending the body downward and forward by bending legs and spine.
- *Fingering* - Picking, pinching, or otherwise working with fingers.
- *Eye-Hand-Foot Coordination* - The ability to coordinate hand and/or foot motions with visual stimuli in order to engage in or perform physical activities, such as typing, operating vehicles or mechanical equipment, etc.
- *Handling* - Seizing, holding, grasping, turning, or otherwise working with fingers and/or hands.
- *Hearing* - Perceiving the nature, intent or meaning of sounds.
- *Kneeling* - Bending legs at the knee to come to a rest on knee or knees.
- *Lifting* - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- *Pulling* - Exerting a force so as to move an object toward the individual.
- *Pushing* - Using upper extremities to press against something with steady force in order to move forward, downward, or outward.
- *Reaching* - Extending hand(s) and arm(s) in any direction, especially upward in placing or retrieving objects.
- *Sitting* - To rest the body upright supported by the buttocks and thighs.
- *Standing* - To be upright supported by the buttocks and thighs.
- *Talking* - Expressing or exchanging ideas by means of the spoken word.

- *Walking* - Moving about on foot to accomplish tasks.
- *Seeing* - The ability to perceive the nature of objects by the eye. The important aspects of vision are:
  - (a) Clarity of vision at 20 inches or less.
  - (b) Clarity of vision at 20 feet or more.
  - (c) The ability to judge distance and space relationships.
  - (d) The ability to identify and distinguish colors.

**ENVIRONMENT:**

- Employee is subject to inside and occasional outside environmental conditions. Protection from weather conditions but not necessarily from temperature changes when inside.

**TOOLS AND EQUIPMENT USED:**

- Personal computer, fax machine, telephone, computer printers, calculator, copier, pens, pencils, reference books, MS Office Products, Google Workspace

*LaStem Region 7 Assistant Manager*

*I certify that I have reviewed and understand all of the requirements of performing this job and that I am capable of meeting each and every requirement, with or without reasonable accommodation. I understand that the essential and/or non-essential functions and the associated abilities, requirements and conditions outlined above describe the general nature and level of the work performed. I understand that they are not intended to and in no way represent an exhaustive listing of all tasks involved in performing the job. I understand that business necessity may dictate changes in the position requirements at any time. I understand that even though I may be able to perform the job, there are other requirements I must meet before being offered the job. I understand that I must perform all essential and non-essential functions in a manner that is not hazardous to myself or to others. I also understand that any employment relationship with this company is of an "at-will" nature, which means that if employed I will be free to resign at any time, and that the Company may terminate my employment at any time, with or without prior notice.*

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Signature

\_\_\_\_\_  
Date