Sponsored Programs Coordinator

Department: Programs & Development/Marketing
FLSA Status: Part-time
Benefits Eligibility:

Position Summary:

The Sponsored Programs Coordinator will report directly to the LaSTEM Region 7 STEM Center Director and assist with all duties therein. The incumbent will assist the LaSTEM Region 7 STEM Center Director (housed at Sci-Port) to be the voice of all things STEM in the region (defined as a 10-parish area including Caddo, Bossier, Webster, Claiborne, Bienville, Red River, De Soto, Sabine, Natchitoches, and Lincoln Parish). The Regional STEM Network is envisioned to be a system of STEM leadership entities strategically positioned across Louisiana, similar to the Regional Labor Market Areas (RLMAs) identified by the Louisiana Workforce Commission, whereby communities, parishes, multi-parish regions and the State can achieve improved STEM education, opportunity, and advancement. It is expected and hoped that some current and developing STEM activities will span one or more STEM Regions. Regions will share information, work together, and be interconnected by coordination of resources which can also provide a gateway to other networks and initiatives. The Regional STEM Network and Centers relate to and serve the statewide Louisiana Science, Technology, Engineering, and Mathematics (LaSTEM) Advisory Council.

Essential Functions:

- Work with the LaSTEM Region 7 STEM Center Director to create and maintain a comprehensive catalog and asset map of STEM activities and resources within Region 7 that is shared and promoted.
- Work with the LaSTEM Region 7 STEM Center Director to foster the involvement of businesses in the Region to help advance STEM education and work experiences, in addition to teacher development.
- Work with the LaSTEM Region 7 STEM Center Director to identify, inventory, and lead discussions of regional workforce gaps and needs and convene key groups and individuals to explore and develop initiatives to address those needs.
- Work with the LaSTEM Region 7 STEM Center Director to lead collaborative efforts to identify and leverage funding and other resources to support regional initiatives.
- Assist the LaSTEM Region 7 STEM Center Director with implementation of Sponsored Programs. This may include completing purchasing requests, tracking expenses, tracking staff time, following timeline & deliverables, ensuring timely delivery of the program, coordinating with other staff members, and assisting with reporting responsibilities.
- Assist with survey and evaluation by distributing & collecting surveys. Manually enter hand-written survey data into database as needed.
- Participate and/or assist in special projects, and perform associated administrative duties, as assigned
- Performs miscellaneous job-related duties as assigned.
Non-Essential Functions:

- Other duties as assigned

Education/Training:

- College degree is preferred, plus 1-2 years' work experience as a classroom or informal STEM educator, or 1-2 years' work in a business environment with emphasis on writing, communication, and data management. Specialized skills will be taught on the job; incumbent must be willing to take direction.

Experience/Skills:

- Ability to work with a variety of different people, to work well under time constraints, and in stressful conditions in a fast-paced environment
- Organization and time management skills
- Excellent computer skills including Microsoft Office (MS Word, Excel, Powerpoint), Google (Gmail, Gdrive, Gcalendar) and computer databases
- Strong writing and interpersonal communication skills
- Excellent vocabulary, grammar and writing style
- Database management, file organization and record-keeping skills
- Ability to work independently on in a team environment
- Able to adapt to quickly changing circumstances, multi-tasker, enthusiastic
- Organizing and coordinating skills
- Ability to perform complex tasks and to prioritize multiple projects.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Information research skills.
- Knowledge of grant funding policies and procedures and applicable local, state, federal and university regulations.
- Ability to communicate effectively, both orally and in writing.
- Ability to prepare research reports and proposals.
- Ability to analyze budgetary line items for compliance with budget guidelines.
- Records maintenance skills.
- Knowledge of mathematics.
- Ability to make administrative/procedural decisions and judgments.
- Database management skills.
- Knowledge of federal, state and/or community funding sources and mechanisms.
- Negotiation and arbitration skills.
- Knowledge and understanding of intellectual property rights laws, guidelines, and policies.
- Ability to provide technical advice and information to faculty and staff in area of expertise.
- Proposal and grant writing skills.
- Knowledge and understanding of computer-aided research administration systems.

Mental Skills and 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.

**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.

Other Requirements:

- Travel - could require occasional travel, possibly outside local area.
- Valid State Driver’s License.

Supervision/Contacts:

- Receives supervision from the Vice President of Community Involvement and Senior Director of Education
- Works closely and directly with other Department Directors/Managers
- Daily contact with Center employees and management
- Daily contact with visitors; frequent contact with outside vendors
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.

Grants Coordinator

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.

__________________________________________  __________________
Signature  Date