



## FlexFactor STEM Specialist Job Description (11-month position)

**Job Title:** FlexFactor STEM Specialist (11-month, Grant-Funded Position)  
**Job Class:** Instructional  
**Department:** Engineering and Business  
**Reports To:** Dean of Technology & Transfer  
**FLSA Status:** Exempt  
**Compease:** Grade 11  
**Approved By:** Vice President of Academic Affairs  
**Approved Date:** 8/30/24

### I. Position Purpose

The FlexFactor STEM (Science, Technology, Engineering, and Mathematics) Specialist will develop STEM programming and provide it to area secondary school students, college students, adult learners, and incumbent workers. The Specialist will be responsible for instruction and will be an integral part of the student educational experience, coaching and advising students as well as conducting program, course, and student outcomes assessment. The Specialist will develop college-level curriculum and Workforce Development technical trainings that attract students. In addition, the Specialist will engage in professional work to advance the College's mission by participating in institutional advancement, building and fostering relationships between education and business, and participating in professional development and community service in the pursuit of excellence.

### II. Duties and Responsibilities

**DEVELOP CURRICULUM AND PROGRAMMING:** The FlexFactor STEM Specialist is responsible for the successful implementation of the FlexFactor college and career program. The Specialist will work in this outreach, recruitment, and STEM education program designed to familiarize students with STEM career pathways that can lead to a STEM career. They will assure the program showcases the promise of these careers and helps students develop the critical thinking, creative reasoning, and problem-solving skills needed for future success. The Specialist will assure the core program elements include an industry tour, a college tour, and mentored STEM workshops focusing on college and work readiness programs. The Specialist will work collaboratively with internal and external stakeholders to create opportunities for students to pursue post-secondary STEM education and/or careers and will support the planning and implementation of post-secondary pathways. Externally, this position will assist K-12 partners in promoting STEM career-tech pathways and post-secondary education/training.

**PROVIDE INSTRUCTION, ASSESSMENT, AND RECORD-KEEPING:** The FlexFactor STEM Specialist will provide formal engineering instruction to college students and workforce development partners, delivering courses on campus and at off-campus partner sites. The Specialist will assess, revise, and develop courses and programming to maintain a current, relevant curriculum. Responsibilities include developing lesson plans, organizing and managing instructional activities, using appropriate learner-centered instructional methods, and utilizing new technology. The Specialist will support assessment as needed, conducting evaluations of student learning in a fair manner using evaluation methods appropriate to outcomes. They will evaluate student learning, maintain accurate evaluation and coursework records, submit grades, seek feedback on course delivery and student learning, order textbooks, and maintain the lab and lab equipment. Additionally, the Specialist will assist with the maintenance of accurate student records, including test scores, outcomes, and certifications. They will also track non-traditional enrollees' retention and graduation rates while



developing strategies to eliminate equity gaps. The Specialist will ensure high-quality instruction and fair assessment while maintaining comprehensive and accurate records of student performance and progress.

**PROVIDE STUDENT COACHING:** The FlexFactor STEM Specialist will maintain required office hours that are compatible with student schedules and will engage students in the advising process. They will meet face-to-face with advisees to provide advice, guidance, and feedback as often as needed, using institutional tools to create student plans and maintain documentation for each advisee. Additionally, the Specialist will direct students to appropriate college resources with expediency and efficiency.

**ENGAGE IN ADVISING & STUDENT SUPPORT:** The FlexFactor STEM Specialist will engage students' in the advising process, meet with advisees face-to-face as often as needed, use institutional tools to create student plans, and maintain documentation for each advisee. The Specialist will maintain required office hours that are compatible with student schedules, direct students to appropriate college resources, and evaluate graduation progress and completion.

**PARTICIPATE IN INSTITUTIONAL ENGAGEMENT & ADVANCEMENT:** The FlexFactor STEM Specialist will work to advance the College's mission and vision, abide by the College's values by following policies and procedures, and promote a positive working relationship across divisions. The Specialist will participate in committees and institutional activities, participate in program recruitment, support workforce development, and perform other job-related duties as assigned.

**ENGAGE IN PROFESSIONAL DEVELOPMENT:** The FlexFactor STEM Specialist will formulate and implement goals for growth; identify personal professional development needs and participate in professional development for continuous improvement; maintain or attain appropriate certification, licensure, or credentials; and serve on community, state, and professional committees and boards.

**DEMONSTRATE PROFESSIONALISM AND QUALITY CUSTOMER SERVICE:** The FlexFactor STEM Specialist will demonstrate professionalism and provide quality customer service in accordance with the College's values; maintain positive working relationships, and make decisions and solve problems; maintain confidentiality, positive communication, accurate records, and an organized, safe, working environment; exhibit flexibility, a willingness to learn, ability to change, and will maintain current technology skills.

### III. Qualifications – Education, Experience, and Skills

- Associate's degree in a STEM (Science, Technology, Engineering, and Mathematics) or related discipline from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.
- Minimum of 5 years of full-time, professional, field and/or lab experience in a related field.
- Experience teaching in higher education preferred.
- Evidence of professional development in the field of concentration.

*Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).*