Administrator Position Description

Human Resource Office Use Only	
Approved Job Family	**Effective Date**
Overtime Eligible YES NO	**FLSA Test Date**

Employee		**Supervisor** Lita Colligan	
Department Wilsonville	**Working Title** South Metro-Salem STEM Hub Director	**HRIS Position Number**	**Supervisor Title** Associate Vice President, Strategic Partnerships
Complete contract dates only if other than a 12 month position			
Annual Contract Begin Date 03/01/2014		**Annual Contract End Date** 06/30/2015	

A. POSITION SUMMARY

Briefly describe the role of the position within the department and college.

The STEM Hub Director is a leadership position within Oregon Tech, the South Metro Community, and Oregon. The position involves coordination and communication with partners from school districts and teachers, community colleges and universities and their faculty and staff, community-based organizations, communities of color, business executives and professional staff, private foundations and donors, and other STEM Hubs around the state and nation. The must be self-directed and entrepreneurial and also collaborative and inclusive of other viewpoints and expertise.

The STEM Hub Director will work closely with the SMS STEM Partnership Executive Advisory Board (EAB) which will provide project direction, leadership, and monthly oversight of program implementation, program evaluation, continuous improvement and long-range planning. The Director will coordinate at least quarterly meetings of the full partnership and the strategy work groups. The Director will interact with all partners to continuously update the SMS STEM Partnership Agreements that define the participation of each core partner.

B. REQUIRED DEGREES, LICENSES, CERTIFICATES, CREDENTIALS

1. Minimum education level required and the number of years of relevant experience required for the duties of this position.

The position requires a bachelor's degree in Education and/or a STEM field and 3-5 years demonstrated experience in leading and implementing STEM programs.

Preferred: Master's degree in Education with work experience in STEM industry or business.

2. List any licenses, certificates, degrees or credentials required by Federal or State Law or college requirements to perform the duties assigned to this position.

C. SUPERVISORY RESPONSIBILITY

Positions Supervised	Direct Supervision	Indirect Supervision

	Number of Employees	FTE	Number of Employees	FTE
1.Faculty				
2.Classified Staff				
3.Unclassified Staff				
4.Students / Others				

Coordinating Responsibility

D. ORGANIZATIONAL RELATIONSHIPS

1. Degree of Direction Received: (e.g., close supervision, moderately high level of supervision, moderate supervision, minimal supervision)

Minimal Supervision

2. Decision-making Authority: Extent of authority for making decisions, recommendations, and commitments that would obligate

a)own time and resources

Has authority for own time, resources and project management. Performs duties independently setting priorities and scheduling work. Authority to determine own work schedule within guidelines, including working before and after hours and on weekends.

b)departmental resources

This position has the authority to manage assignments and plan project priorities.

c)institutional resources

Authority to commit funds to support operations, strategic partnerships, RFP's for contracting consultants.

What kinds of decisions will the incumbent be expected to make?

The Director will be responsible to determine sub-awards for partners for some of the grant deliverables. This position will be writing Requests for Proposals and selecting contractors for project evaluation. The Director will be responsible for developing a business plan and writing grants that involve the institution to support more funding for the project.

3. Budget Authority: Indicate the level of responsibility of the incumbent for development, direction and control of budget. Indicate size of budget.

X	Delegated authority to develop and monitor*	$750,000.00
	Develops, monitors* and controls*	$
	Limited approval authority for purchase	$
	Purchase only with higher level OK	$

*To monitor means to review and approve expenses. Control means to authorize budget transfers at department level.

E. PURPOSE AND NATURE OF WORK RELATIONSHIPS

PERSON(S)/POSITION/ AGENCY (e.g., student, staff, faculty, general public, Chancellor's Office)	**PURPOSE** (e.g., giving or securing information, explaining policies or operations, solving problems, etc.)	**HOW OFTEN**
Business executives, professional staff, private foundations and donors	Giving or receiving information regarding fundraising, grant writing, background information and awareness of STEM Program and its management.	Daily/Weekly
Faculty/Staff/Students/OUS	Provide information regarding program requirements, OUS Policies, Oregon Tech Policies.	Daily/Weekly
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SMS STEM Partnership Executive Advisory Board (EAB)	Receive and collaborate on project direction, leadership, oversight of program implementation, program evaluation, continuous improvement and long-range planning.	Weekly/Monthly
Full Partnerships and strategy work groups	Interact with all partners to continuously update the SMS STEM Partnership Agreements and define participation of each core partner.	Weekly/Quarterly
Partners from school districts, community colleges and universities, community based organizations	Coordination and communication, explain operations, provide direction, recruitment efforts and operations/policies.	Daily/Weekly

F. JOB FUNCTIONS

REFERENCE ID	**JOB FUNCTIONS**	**FREQUENCY**	**ANNUAL PERCENT OF TIME**
1	**LEADERSHIP** • Builds camaraderie and collaboration, and maintains on-going relationships with SMS STEM partners (K-12, higher education, informal education, industry). • Brings Partners together on a regular basis to develop short and long range plans for SMS STEM Hub. • Updates all STEM Partnership Agreements to ensure that all partners receive and contribute benefits to the partnership. • Collaborates with other STEM Partnerships, Hubs and Networks around the state and nation. • Makes presentations about the STEM Hub and its strategies and outcomes. • Convenes the Executive Advisory Board and takes action on activities as recommended by the Executive Advisory Board. (Monthly)	Daily	40

2	**PROJECT MANAGEMENT** • Oversees the implementation of SMS STEM Hub grants, including management, communication, data collection and ananlysis, evaluation, reports, budgets and deliverables. • Develops tools to communicate ongoing activities and opportunities to partners. • Collaborates with strategy work groups within the SMS STEM Partnership to align programming to established objectives, learning outcomes and assessment measures to insure that appropriate education resources are provided to partner educators. • Contracts for services, including equity training, data collection and evaluation. • Supervises volunteers, student interns and others. • Supports the STEM Hub Partners in the implementation of local and regional programs that actualize the three core strategies. • Collects and analyzes assessment data from SMS STEM Hub partners, creates reports on efficacy of SMS STEM Hub, its programs, and grant deliverables.	Daily	30
3	**FUNDRAISING AND CONTRACTING** • Identifies funding opportunities and in-kind donations from industry, public agencies and private foundations to sustain the Hub and its programs. • Supports development of SMS STEM Hub grant applications.	Daily	30

G. SKILLS KNOWLEDGE AND ABILITIES

Describe the skills, knowledge, and abilities which are essential for successful performance of this position. List them in descending order of importance.
Next, indicate the function(s) for which each skill, knowledge and ability is required.

JOB FUNCTION REFERENCE	SKILLS, KNOWLEDGE AND ABILITIES
1,2,3	Excellent Written and verbal communication skills. Ability to listen, collaborate and take input and direction from others.
1,2,3	Knowledge and experience in education at any level or in a STEM field, such as engineering, healthcare, scientific research, or a technical career or trade.
1,2,3	Strong leadership skills, including staff supervision, project management, program design, public speaking, positive inquiry, collaborative communication.
2	Solid organizational and project management skills, including experience developing work plans, timelines and budgets, and performance outcomes.
2	Knowledge of grants management and accounting practices. Knowledge of public contracting and fiscal accountability.
2	Experience with developing effective measures, analyzing data and conducting program evaluations.

1,2,3	Ability to engage with partners and sustain their interest and commitment to a cross-sector strategy, beyond their own school, district or business. Ability to work within a team environment to initiate and execute ideas.
1,2,3	Demonstrated ability to write reports, incorporating data and graphics.
1,2	Demonstrated sensitivity to underrepresented students/populations.
1,2	Ability to take initiative, recognize opportunities, and develop and implement focused plans for executing on these opportunities.
1,2,3	Knowledge of collective impact theory of change, research on effective educational practices, logic models and strategic planning.
1,2,3	Ability to develop websites, newsletters, social media, and other communication tools.
1,2,3	Ability to identify funding sources, write grants, pitch proposals and raise private funds.
2	Experience with volunteer training and supervision.

H. PHYSICAL CHARACTERISTICS/WORK ENVIRONMENT

Only when applicable, please describe the physical characteristics or adverse/hazardous conditions of the essential job functions to be performed.

JOB FUNCTION REFERENCE	PHYSICAL CHARACTERISTICS
1	The STEM Hub Director will be located at Oregon Tech's Wilsonville Campus. The position will require a flexible schedule, including some evenings, weekends, and variable weekday hours. The Director will need access to a car and will travel extensively around the region. Mileage is reimbursable, in accordance with Oregon Tech Policies.

I. ADDITIONAL JOB-RELATED INFORMATION

Please include information on creativity or innovation required for successful completion of job responsibilities and any other comments that would add to an understanding of this position.

This position requires a self-motivated individual who can immediately demonstrate results within a very short grant timeline.

The SMS STEM Hub Director is responsible for raising the funds for this salary at the end of the current grant period, June 30, 2015.