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## Undergrad STEM Coordinator

 Foothills Lab 4

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Location: Boulder, CO.

Type: Part time.

Schedule: 20hrs per week, flexible schedule.

Position Term: The position is budgeted until September 30, 2022 with a possibility of extension.


Application Deadline: This position will be posted Thursday April 8. Thereafter, the application deadline will be reviewed and assessed for further extension if necessary. The anticipated hiring date for this position is as soon as possible.

Relocation: No relocation package is offered for this position.

Work Authorization: UCAR/NCAR will not sponsor a work visa (e.g., J-1, H1-B, etc.) for this position.

 Posted Yesterday

 Part time

 REQ-2021-75

## About Us



NCAR  
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At NCAR - the National Center for Atmospheric Research - we study weather, water, climate, air quality, and space weather to help protect lives and livelihoods, grow the economy, and enhance our nation's security and well-being. We collaborate with research partners to advance the science that makes predictions better and with end

Salary:(based on full time hours)	\$63,11 - \$78,891
Hiring Range	\$63,113 - \$78,891 - \$102,558

Benefits: UCAR affirms its continuing commitment to developing, providing, and administering its employee benefit programs with due consideration for equal employment opportunity and diversity guidelines. UCAR's rich package of employee benefits includes medical, dental, vision, education assistance, retirement, and life insurance. UCAR offers a variety of programs designed to assist with work-life balance including flexible work alternatives, paid time off and 14 weeks of paid parental leave.

#### Where You Will Work:

Located in Boulder, Colorado, University Corporation for Atmospheric Research (UCAR) serves and participates in a collaborative community of researchers and educators who are dedicated to understanding the atmosphere -- the air around us -- and the complex processes that make up the Earth system, from the ocean floor to the Sun's core.

Significant Opportunities in Atmospheric Research and Science (SOARS) is an undergraduate-to-graduate bridge program designed to broaden participation of historically underrepresented communities in the atmospheric and related sciences.

#### Where You Will Work:

Significant Opportunities in Atmospheric Research and Science (SOARS) is an undergraduate-to-graduate bridge program designed to broaden participation of historically underrepresented communities in the atmospheric and related sciences.

Our Program is designed to promote and support research, mentoring and community. SOARS Protégés can participate for up to four (4) summers conducting research in atmospheric and earth-system sciences. SOARS offers comprehensive financial support for summer research, conference travel, as well as undergraduate and graduate school funding. Over 90% of SOARS Protégés advance to graduate school; and many have entered the workforce with the MS degree, and/or continued onto the PhD degree.

#### What You Will Do:

To assist the SOARS Program Lead by providing ongoing support to Protégés, mentors, and

users to develop applications for forecasters, farmers, resource managers, retailers, the military, and many other stakeholders.

UCAR - the University Corporation for Atmospheric Research - manages NCAR on behalf of the National Science Foundation. We are a non-profit consortium of more than 115 colleges and universities with research and training programs in Earth system science. We bring together the academic community and provide the operational management that are both essential to NCAR's success. UCAR's community programs, from educational resources to data delivery and other services, extend the reach and impact of NCAR's world-class research to the community and society.

We seek talented people with diverse backgrounds, training, and skills to join us in our mission of science in service to society. Want to learn more? Visit [ucar.edu](https://ucar.edu).

staff. Coordinates professional development activities for SOARS proteges for both in-person, virtual, and hybrid programming. Works with SOARS Program Lead to manage SOARS Satellites, partner organizations, and universities. Assists Program Lead in business development efforts (i.e., expanding program through renewal of core SOARS grant and smaller proposals). Utilizes the SOARS alumni database to develop reports on impact metrics. Manages the development, review, and dissemination of SOARS publication "Earth, Wind, Sea and Sky."

**Responsibilities:**

- Works with SOARS Program Lead to understand and assist with SOARS experience for Proteges for virtual, face-to-face, and/or hybrid research during summer research; and year-round communication/support.
- Assists SOARS Program Lead and SOARS staff (i.e., SOARS Administrator and administrative staff, writing instructor, computation instructor, and others) to correspond (virtually), and visit Protégés and their mentors during the summer.
- Develops and implements solutions to emerging problems/issues in coordination with SOARS staff.
- Provides individual consultations and ongoing email communication during the summer with Protégés. Assists SOARS Program Lead in coordinating the logistics of the summer professional development sessions.
- Manages SOARS communication through social media posts, and writing/producing semi-annual e-newsletters in coordination with SOARS Program Lead and Alumni Relations Specialist. Has primary responsibilities for SOARS website (i.e., content and updates).
- Assists with student recruitment. Works with SOARS Program Lead and staff to compile and pre-screen applications, attends and assists the Program Lead in implementing the three (3) SOARS Steering Committee meetings. The meetings are the annual student selection process, mentor-matching, and providing updates and metrics on student/alumni progression to stakeholders.
- Works with Program Lead and administrative staff to support current Protégés, recruitment, and engagement with SOARS alumni by attending and exhibiting at national conferences (AGU, AMS, SACNAS, etc.).
- Provides input for SOARS renewal proposal efforts by conducting literature reviews, writing sections of proposals.

- Assists Program Lead with supporting and assessing SOARS partner/satellite organizations/universities. Maintains open communication and ongoing dialogue with partners on adapting the SOARS model for local contexts by developing and providing:
- Best practices and documentation from SOARS for mentor training;
- Advice on how to assess and improve our mentoring program;
- Information on strengthening the year-round support network of Protégés at colleges and universities; and
- Research (or other) co-mentorship of Protégés.
- Works with Program Lead and Alumni Engagement Liaison, and administrative staff to maintain SOARS database to report on impact metrics each year by providing:
- Quantitative and qualitative alumni contributions to the geoscience community, from current and future Protégés;
- Reports on analytics/metrics for Protégé and alumni degree attainment; and
- Document data and accomplishments for peer reviewed journal articles, reports to funders, and the SOARS annual report.
- Manages the “Earth, Wind, Sea and Sky” publications, annual progress report to funders, and NSF annual report by collecting Protégé abstracts and coordinating with writing instructor, mentors, and designer regarding graphics and text submissions. Reads for accuracy of text and may edit if needed.

### **DECISION MAKING PROBLEM SOLVING**

- Solves routine issues individually and in collaboration with other team members. Responsible for consensus building and problem solving for the SOARS Team. Refers unresolved team issues to Program Lead.

### **What You Need:**

Education and Years of Experience:

Bachelor's degree in a relevant academic discipline (STEM or education field) plus three years of relevant experience, or an equivalent combination of education and experience.

Masters Degree preferred, but not required.

## KNOWLEDGE/SKILLS/ABILITIES

### REQUIRED:

- Understand the needs of post-secondary students and/or faculty, and work-force development, career pathways, and state of the Earth system sciences.
- Skill in mentoring and support of post-secondary students.
- Demonstrated knowledge of diversity, equity, justice, and inclusion issues in STEM.
- Effectively communicate with team members regarding issues and/or concerns that may arise.
- Excellent writing and editing skills for the purpose of developing educational resources, proposals, and media.
- Knowledge of development of higher education science/STEM programs, needs assessments, learner/task/content analyses, instructional strategies and sequences, performance objectives and assessment.
- Strong prioritization and organizational skills, and flexibility within changing demands.
- Willingness to travel.

### **Applicant Notes:**

- A cover letter is required.
- An Inclusion Statement will be required for all applicants advancing to an in-person interview. If requested, this statement should address past efforts, as well as future vision and plans to advocate for and advance diversity, equity, and inclusion in the organization and/or field of work.
- Risk-based position: Pre-employment screenings and background checks are conducted in conjunction with an offer for employment into risk-based positions. This screening may involve verifying or reviewing any of the following relevant information: restricted parties screening, employment verification, education verification, reference checks, verification of professional licenses, certifications, and Motor Vehicle Records. Risk-based positions require pre-employment screening, a criminal background check, and Sex Offender Registry screening (for positions working with vulnerable populations). UCAR complies with the Fair Credit Reporting Act (FCRA).

Please note that while the position description details both minimum require

- Please note that while the position description details both minimum requirements as well as desired skills and experience, we want to remind applicants that you do not need to have all the desired skills and experience to be considered for this role. If you have the passion for the work along with experience in a related field, you are encouraged to apply. We can provide on-the-job training for the rest.

*The University Corporation for Atmospheric Research (UCAR) is an equal opportunity/equal access/affirmative action employer that strives to develop and maintain a diverse workforce. UCAR is committed to providing equal opportunity for all employees and applicants for employment and does not discriminate on the basis of race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy.*

*Whatever your intersection of identities, you are welcome at the University Corporation for Atmospheric Research (UCAR). We are committed to inclusivity and promoting an equitable environment that values and respects the uniqueness of all members of our organization.*

Apply

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