

Job Title: Science Education Program Manager

The Science Education Program Manager directs the Science in Service (SIS) program at Stanford University's Haas Center for Public Service. In SIS, Stanford science/engineering students receive training in teaching science through mentorship. They then serve as science mentors to children in after-school programs in East Palo Alto and Redwood City, with ongoing support, supervision and leadership from the Science Education Program Manager.

The Haas Center for Public Service provides many ways for Stanford students to authentically connect their academic and service lives. The Center's mission is to inspire Stanford University to realize a just and sustainable world through service, scholarship, and community partnerships. The Haas Center is a department within Student Affairs. The Haas Center and other Student Affairs departments traverse both academic and non-academic areas, providing programs and services focused on student development, intellectual engagement, diversity, multiculturalism, community and responsibility.

Education Partnerships is a unit within the Haas Center comprised of five education programs that involve students in public service through mentoring and tutoring. Together the five programs span the preK-12 spectrum, and focus on the principles of educational equity and access for community youth, and educational leadership development for Stanford students. Science in Service (SIS) is one of the five Education Partnerships programs.

JOB PURPOSE:

Reports to the Director for Education Partnerships. Manages the Science in Service program. Supervises and trains the Stanford student participants. Develops and maintains partnerships with community organizations and k-8 schools. Leads development of science curricula/programming for after-school youth. Represents science education perspectives in Education Partnerships and Haas Center discussions. Connects science education to educational equity and social justice in training student leaders.

CORE DUTIES:

SIS Program Management (80%)

- Recruit and supervise team of SIS student leaders.
- Develop the SIS student leaders in the areas of leadership, curriculum and instruction, educational equity, and cultural/social aspects of service.
- Recruit, train and supervise SIS mentors.
- Integrate the Haas Center's Principles of Ethical and Effective Service and Public Service Pathways into training of Stanford student mentors and leaders.
- Initiate, build and maintain relationships with community partners and community organizations.
- Make site visits to community partners as necessary to maintain partnership, develop the leaders and mentors, and maintain program integrity.
- Lead development of science curricula and lesson plans for community youth.
- Develop vision for future trajectory, form and growth of SIS.
- Procure materials and maintain program budgets.
- Coordinate program assessment and evaluation.
- Work with Director for Education Partnerships and Communications Director to develop SIS informational materials for print and web.

- Promote SIS to the University's science departments, faculty and science outreach staff to develop new faculty research partnerships and sponsorships.
- Maintain existing SIS faculty research partnerships.

Responsibilities in Education Partnerships Division and Haas Center (20%)

- Contribute to shared leadership development and training of student leaders across the five Education Partnerships programs.
- Attend biweekly Education Partnerships team meetings.
- Active participation in core functions and activities of the Center: staff meetings, staff committees, professional development sessions, celebration events.
- Represent Education Partnerships and the Center at conferences as opportunities and funding allow.

MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor degree in science or education discipline.
- Preferred: advanced degree in science or education discipline or relevant work experience.
- Experience teaching science or science education in k-12, university, community organization or museum setting.
- Experience in program development, implementation and event planning.

Knowledge, Skills and Abilities - Required:

- Knowledge of science pedagogies.
- Knowledge of and experience in curriculum development methods.
- Knowledge of best practices in tutoring and mentoring programs.
- Personal excitement for science and ability to inspire youth to be interested and engaged in science.
- Ability to advise college students with understanding of college student development.
- Ability to help college volunteers negotiate questions of power and privilege in the context of their public service experience.
- Ability to interact effectively and build community with stakeholders from various contexts and cultural backgrounds.
- Knowledge of the educational and social issues affecting the learning potential of youth in under-resourced schools and low-income communities.
- Understanding of the role of science education in achieving educational equity and social justice.
- Effectiveness in discussing diversity and multiculturalism, particularly within the context of science education.
- Ability to work both independently and collaboratively in team settings.
- Bilingual or second-language skill in Spanish is highly desirable.

PEFERRED QUALIFICATIONS

Knowledge, Skills and Abilities – Preferred:

- Knowledge about basic risk management standards and procedures.
- Familiarity with service-learning practices, including community engagement and reflection.
- Experience counseling and advising students individually and in groups.
- Understanding of and experience with the theory and practice of youth development.
- Familiarity with educational issues of English Language Learners.
- Experience in managing financial resources and in budget planning.

PHYSICAL REQUIREMENTS:

- Perform desk-based computer tasks.
- Stand, walk, twist, use fine manipulation, grasp, use a telephone, write by hand, sort and file paperwork, lift, carry, push, and pull objects that weigh up to 25 pounds.
- Consistent with its obligations under the law, the University will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job.

WORK STANDARDS:

- Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations.
- Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned.
- Subject to and expected to comply with all applicable University policies and procedures.

Employment at Stanford University

Stanford University, located between San Francisco and San Jose in the heart of California's Silicon Valley, is one of the world's leading teaching and research universities. Since its opening in 1891, Stanford has been dedicated to finding solutions to big challenges and to preparing students for leadership in a complex world. Supporting that mission is a staff of more than 10,000, rooted in a culture of excellence and innovation, collaboration, and life-long learning. To foster the talents and aspirations of our staff, Stanford offers career development programs, competitive pay that reflects market trends and benefits that increase financial stability and promote healthy, fulfilling lives.

Stanford University is an equal employment opportunity and affirmative action employer and is committed to recruiting and hiring qualified women, minorities, protected veterans and individuals with disabilities.

Finalist candidate must successfully pass a pre-employment background check.

The Science Education Program Manager is a permanent continuing position, at 75% FTE and 10month (September 1 – June 30) annually. (Opportunities exist for extending employment through July and August.) Scheduling of hours is somewhat flexible, but typically includes 3-6pm three days per week and 1 evening per week.

To Apply

To apply see the University's official posting at <https://stanfordcareers.stanford.edu>, (Job # 63588, Student Affairs Officer) and submit cover letter and resume there. Applications will be reviewed as they are received through August 29.

For more information about the Haas Center for Public Service, please visit <http://haas.stanford.edu>.

For more information about Science in Service, please visit <http://haas.stanford.edu/students/SIS>.