

# R H O D E I S L A N D C O L L E G E

## Coordinator, Pre-undergraduate STEM Partnerships

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Please see Special Instructions for more details.

Must be able to arrange transportation for daily, in-state travel to meet with community partners.

**Special instructions:** For the additional document please submit a statement of no more than 2 pages of why you would be a good fit for the project.

### Position Status & Special Application Instructions

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Posting Number	NC00749
Benefits Eligible?	Yes
Section	Academic Affairs
Number of Positions Available	1
Anticipated Start Date or Semester	

<b>Posting Date</b>	06/11/2025
<b>Position Status</b>	grant-funded
<b>Union Status</b>	PSA
<b>End of Temporary or Limited Position</b>	08/31/2028
<b>Priority given to applicants who apply by</b>	
<b>Closing Date</b>	
<b>Open Until Filled</b>	Yes
<b>Special Instructions/ Information for Applicants</b>	<p>Must be able to arrange transportation for daily, in-state travel to meet with community partners.</p> <p><b>Special instructions:</b> For the additional document please submit a statement of no more than 2 pages of why you would be a good fit for the project.</p>

## Posting Details

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### Classification Information

<b>Salary Grade / Rank</b>	9NC
<b>Proposed Starting Salary Range</b>	\$55,000-\$65,000

#### Full-time employee benefits include:

#### Benefits

- Comprehensive Health Benefits and Rewards for Wellness Incentives
- Generous Paid Time Off
- Family/Parental Leave
- Tuition Waivers at RIC, CCRI & URI
- Retirement Plan
- Long-term Disability Coverage
- Variety of voluntary add-on's

For a complete listing, visit:

**<http://www.employeebenefits.ri.gov/benefits/new/index.php>** (<http://www.employeebenefits.ri.gov/benefits/new/index.php>)

<b>FLSA</b>	Exempt
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<b>Branch of Service</b>	non-classified
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<b>AA / ADA Statement</b>	As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and to expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.
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## Position Information

<b>Position Title</b>	Coordinator, Pre-undergraduate STEM Partnerships
<b>Career Ladder Eligible?</b>	No
<b>Career Ladder Path</b>	n/a
<b>Department Name</b>	Rhode Island Inclusive Network for Excellence in Science and Technology (RII-NEST) Project,
<b>Full Time / Part Time</b>	full-time
<b>Scheduled Work Week / Hours / Area</b>	Monday-Friday 9:00am-5:00pm
<b>Academic or Calendar Year</b>	academic
<b>Number of Employees Supervised</b>	0
	<p>The RI Network for Excellence in Science and Technology (RI-NEST) is a \$8 million initiative over four years that will strengthen research infrastructure and capacity in RI, alongside the Narragansett Indian Tribe and its people, and position the state to develop use-inspired research as well as societal and economic growth into the future.</p> <p>Vision</p>
<b>Position Overview</b>	<p>Thriving communities engaged with and benefiting from science and technology endeavors across Rhode Island and the Narragansett Indian Tribal Nation.</p> <p>Mission</p> <p>Enable the State of RI and the Narragansett Tribe and their people to grow and sustain research infrastructure that provides social and economic benefit to all and is founded on use-inspired science and technology, science communications, and workforce development opportunities.</p>
<b>Primary Purpose</b>	<p>Manage pre-undergraduate science, technology, engineering, arts, and math (STEAM). partnerships for the Rhode Island Inclusive Network for Excellence in Science and Technology (RII-NEST) Project, which is funded by the National Science Foundation (NSF). Engage community, higher education, tribal, and government partners for the purpose of leveraging activities, programs, and collaborations that help sustain RII-NEST goals and activities. Collaborate closely with the RII-NEST management entity partners at Rhode Island College, University of Rhode Island, Brown University, RI School of Design, and Roger Williams University, as well as other key partners, including the Rhode Island Department of Education, the Narragansett Indian Tribe, Upward Bound program at RIC, community-based organizations such as the Providence After School Alliance, GEMS-Net and SMILE at URI, Summer@Brown, and the Community College of Rhode Island.</p>

<b>Essential Duties</b>	<ul style="list-style-type: none"> <li>• Coordinate, supervise, and assess RII-NEST initiatives related to pathways for undergraduates to enter STEAM fields.</li> <li>• Coordinate with and leverage connections with established programs and externally funded programs, including but not limited to Upward Bound program at RIC, community-based organizations such as the Providence After School Alliance, GEMS-Net and SMILE at URI, and Summer@Brown.</li> <li>• Develop opportunities for high school students to work in the field or a lab during the summer, including managing activities related to the student selection process, developing partnerships with placement supervisors, designing and delivering seminars to prepare students for their placements, evaluating the process with students and mentors. It will also include recruiting and supporting K-12 students with tribal backgrounds to summer programming.</li> <li>• Develop/ Identify hands on science activities in line with Next Gen Science Standards and Pathways program in Blue Economy.</li> <li>• Leverage existing platforms such as SimpleChartsRI for classroom engagement and community science that combine multiple datasets with data visualization.</li> <li>• Analyze quantitative and qualitative evaluation data required by the funding agency and create best practices documents.</li> <li>• Facilitate contact with schools and review proposals to help faculty develop K-12 engagement activities to be incorporated into grant submissions including High School Student Research Assistantships (MPS-High) and Research Assistantship for High School Students (RAHSS).</li> <li>• Work collaboratively with the RIDE STEM Coordinator to disseminate initiatives.</li> <li>• Design and offer training to faculty in developing activities in collaboration with high schools for funding opportunities.</li> <li>• Maintain appropriate program data and student records according to established procedures.</li> </ul>
<b>Occasional Duties</b>	Perform other duties as assigned by the RIC Principal Investigator and the RII-NEST Program Administrator.
<b>Required Skills, Knowledge, and Abilities</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in education or equivalent with focus on a STEM discipline.</li> </ul>
<b>Required Qualifications</b>	<ul style="list-style-type: none"> <li>• At least two years of full-time post-baccalaureate professional experience ideally in developing partnerships, engagement activities or developing STEM modules.</li> <li>• Prior work experience coordinating educational programs.</li> </ul>
<b>Preferred Qualifications</b>	<ul style="list-style-type: none"> <li>• Master's Degree in Education or in a STEAM field.</li> <li>• Experience analyzing quantitative and qualitative data.</li> <li>• Experience in educational administration or in the education field.</li> </ul>
<b>Environmental Conditions</b>	The employee is not exposed to known adverse environmental conditions. Off-campus facilities may not be accessible to persons who are disabled.

## Supplemental Questions

Required fields are indicated with an asterisk (\*).

1. \* Do you have a Bachelor's degree in education or equivalent with focus on a STEM discipline?
  - Yes
  - No
2. \* Do you have at least two years of full-time post-baccalaureate professional experience ideally in developing partnerships, engagement activities or developing STEM modules?
  - Yes
  - No

## Applicant Documents

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### Required Documents

1. Resume
2. Cover Letter
3. Other Document 1 (see special instructions)

### Optional Documents



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Rhode Island College  
600 Mount Pleasant Avenue  
Providence, RI 02908  
(401) 456-8216  
[www.ric.edu](http://www.ric.edu) (<https://www.ric.edu>)

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