



INTERNAL VACANCY ONLY

JOB TITLE: RM-AMP Grant Project Coordinator

POSITION OVERVIEW:

The RM-AMP Principal Investigator/Project Director will work to increase enrollment and retention rates of Underrepresented Minority (URM) students by promoting STEM education, student research, and experiential learning experiences. This individual will be responsible for project management, grant reporting, recruiting students and faculty to participate in research projects, and fostering connections with 4-year universities/colleges. The successful candidate will be passionate about STEM education, possess strong organizational skills, and have experience in project management and/or grant administration.

RESPONSIBILITIES:

1. Grant Management

- Oversee all aspects of the grant project, ensuring adherence to timelines and deliverables.
- Attend RM-AMP meetings and professional conferences.
- Complete timely and accurate grant reporting to fulfill funding requirements.

2. Recruitment

- Recruit students and faculty to participate in STEM research projects.
- Foster a culture of collaboration and engagement within the STEM community.

3. Administration

- Collect and maintain accurate time and effort logs for project participants.
- Attend relevant meetings and conferences to stay informed and connected with the STEM community.

4. Student Development

- Facilitate the participation of students in STEM-related conferences and meetings.
- Connect students with opportunities for tours and advising at 4-year universities/colleges.

MINIMUM QUALIFICATIONS:

- Master's degree
- Current Otero faculty or academic staff
- Ability to work cooperatively and effectively with diverse student populations
- Strong administrative skills

COMPENSATION:

\$2500 per year stipend paid over spring (\$1000), fall (\$1000), and summer (\$500) semester. Funding is contingent on continued grant funding.

Note: This compensation represents taking on responsibility above and beyond current job duties and may require work outside of a typical workday.

APPLICATION INSTRUCTIONS:

For consideration, applicants must submit a letter of interest to:

Kelsey Barbee
Director of Human Resources
Otero College
kelsey.barbee@otero.edu
719 384-6824

Application Deadline: Open Until Filled – 1st review of applications begins on July 1, 2024