



DIRECTOR, SCIENCE LEARNING INSTITUTE

DEPARTMENT: Office of the President

COLLEGE: Foothill

SALARY GRADE: [A2/A3 - F](#)

POSITION PURPOSE:

Reporting to the President, the Director of the Science Learning Institute (SLI) will have overall strategic and operational responsibility for SLI programs and student employees, expansion and execution of its mission. The Director will develop program philosophy, goals, policies, core programs and operations of SLI. The Director will be responsible for the overall success of SLI.

NATURE and SCOPE:

The Foothill Science Learning Institute vision is to consolidate the resources, facilities, faculty and curricula needed to prepare students for promising careers or advanced study as scientists, engineers, technicians and teachers. The college's leaders, faculty and students are committed to teaching and learning excellence, but philanthropic, academic and corporate partnerships are required to make the enterprise a success.

KEY DUTIES and RESPONSIBILITIES:

The following duties and responsibilities are typical but not limited to the following:

Leadership and Management

1. Manage the development and expansion of the STEM Summer Camp for high school and middle school students. Promote and facilitate under-representative student population in STEM. Promote private donation as well as participate in grant writing and submission.
2. Provide leadership in ongoing programmatic excellence, program evaluation and consistent quality.
3. Identify and ensure the integration of best practices and current research in program implementation.
4. Identify, develop and work with partner organizations who share the SLI vision and support the SLI model to ensure alignment of goals and program implementation.
5. Serve as an expert to partner organizations to recommend program development and improvements.
6. Identify, develop, and work with community organizations, agencies and leaders to expand opportunities and services.
7. Identify additional funding sources by pursuing grants, foundations, individual donors, and pay for service models.
8. Represent SLI in the community and promote the existence and development of SLI through presentations, conferences, publications and news articles.
9. Manage the recruitment of Foothill College students to apply for SLI Scholarships.
10. Manage and provide technical expertise in existing and new SLI projects.
11. Manage, develop and expand the 3D Printing Program. Provide outreach into the community.

12. Manage, develop and expand the Biomedical Technician Program. Facilitate student internship in the Silicon Valley.
13. Develop and promote UCSF-Foothill Scholar Summer Program through recruiting under-representative and/or economically challenged students interested in STEM in particular Neuroscience and medical devices. Submit grant applications for future and similar offerings of this program.
14. Administrate and develop the Tiny Houses program.
15. Oversee the Big Data sequence of courses through developing and applying for a certificate.

Planning and Operations

1. Prepare presentations for the SLI Advisory Board documenting progress toward objectives, milestones and future plans.
2. Prepare presentations for the Foothill Foundation and potential donors.
3. Keep key donors informed of program success.
4. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Knowledge of 3D printing and rapid prototyping.
2. Biomedical devices curriculum.
3. Scheduling of camps at both high school and middle school levels.
4. Familiar with setting up internships.
5. Familiarity with grant writing and submission.
6. Teaching STEM at a Community College.

Skills and Abilities:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Execute on the vision and to bring innovative ideas to the program.
3. Strong track record and leadership experience.
4. Prioritize issues and activities, and to manage timelines.
5. Experience in fundraising including relationship development and management.
6. Develop and monitor budgets.
7. Experience working with a diverse population.
8. Exceptional work ethic, committed and passionate about SLL's mission.
9. Approach situations and challenges with flexibility and optimism.
10. Coordinate multiple project activities and tasks.
11. Communicate effectively, orally and in writing.
12. Compile and analyze data and prepare reports.
13. Work with the diverse academic, socioeconomic, cultural, linguistic, and ethnic backgrounds, and abilities of students and staff.

Education and Experience:

1. Master's degree in Engineering or other related areas.
2. Experience in teaching a at community college level.
3. Coordination inter-disciplinary, both internally and externally.
4. Scholarships administration.

5. Proven track record in developing of new and successful program.
6. Familiarity with STEM Summer Camps.

WORKING CONDITIONS:

Environment:

1. Typical office environment.
2. Subject to travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision sufficient to read various materials.
4. Sitting for extending periods of time.
5. Bending at the waist.
6. Lifting and carrying objects up to 20 lbs.

Date Approved: July 2015

Ed Code: H-11

Creditable Service: PERS