



DIRECTOR, SCIENCE LEARNING INSTITUTE

DEPARTMENT: Office of the President

COLLEGE: Foothill

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

POSITION PURPOSE:

Reporting to the Dean of STEM (Science, Technology, Engineering and Mathematics), 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 work closely with the Dean of the STEM division and the SLI advisory board in executing the mission of SLI to diversify the workforce in STEM areas.

NATURE and SCOPE:

The Foothill Science Learning Institute vision and mission is to diversify the STEM fields. 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. Seek STEM Internships from academic and industry partners. Develop a mechanism for Foothill students to apply for Internships and develop selection criteria. Recruit students to apply for Internships and interview and select applicants and place them in various Internships.
2. Identify funding opportunities and develop, write, and apply for grants to support the various SLI activities such as Internships, faculty professional development, seminars, workshops, and STEM day.
3. Coordinate the operations of the TECH Core program (A two-year Guided Pathway towards a Computer Science Associate Degree for Transfer). Recruit cohorts of students for this program from underserved communities. Work closely with division deans and campus schedulers to schedule the required classes and enroll the cohort into these classes. Provide a support system for the cohort to enable successful completion of the program.
4. Organize STEM days twice a year at Foothill College to showcase various STEM programs on campus. Recruit faculty and staff to participate in STEM day activities. Work with campus outreach and marketing office to promote STEM day activities to students and community members.
5. Coordinate summer programs in STEM such as camps and recruit underserved students to participate in the camps. Seek funding (philanthropic or grants) to provide scholarships for students to participate in camps.
6. Organize professional development opportunities for STEM faculty. Develop a quarterly seminar program with guests from local industry or academia from a STEM field for faculty and student participation.
7. Lead the campus Diversity in Tech initiative: work closely with the Dean of STEM, Associate VP of Workforce, Computer Science department, and college President in this initiative towards developing a regional coalition aimed at creating a diverse workforce pipeline in Tech.

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. Scheduling of camps at both high school and middle school levels.
2. Familiar with setting up internships.
3. Experience with grant writing and submission.

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 SLI'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.

Required Education and Experience:

1. Bachelor's degree in any STEM field.

Preferred Education and Experience:

1. Master's degree highly preferred
2. Scholarships administration
3. Familiarity with STEM Summer Camps
4. Grant writing

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; Revised: August 2019

Ed Code: H-11

Creditable Service: PERS