



Southeast New Mexico College
1500 College Drive
Carlsbad, NM 88220
(575) 234-9200, Fax: (575) 885-4951

STEM Program Manager Job Description

Qualifications: An earned Bachelor's degree in a related field; with five (5) years of prior grants or STEM experience in an academic environment; or a combination of professional experience related to the standard duties as outlined. Any equivalent combination of education, training and/or experience as approved by Human Resources Department.

FLSA Status: Exempt

Level: 10

Salary: \$57,796.13 - \$65,151.84 DOE

Purpose and Scope:

The STEM Program Manager will oversee the design and development of the Integrated Student Support System and Summer Bridge Experience student support services component of the project. These components include articulation, outreach, Career & Workplace Internship Advisor activities, STEM speaker series, and the supplement student support.

Duties and Responsibilities:

- Programs are usually self-funded and/or grant-funded from a major funding source or series of funding sources. Manages and oversees the administrative and daily operations of a College program, ensuring compliance with College, state, and federal policies and regulations.
- Will assist in the design and development of the various STEM program(s).
- Provides technical and/or professional coordination and leadership in the execution of program/project activities, as appropriate to program objectives and area of expertise.
- Serves as principal point of representation and liaison with external constituencies on operational matters, and provides technical/professional guidance and leadership.
- Develops and implements systems and processes to establish and maintain records for the operating unit.
- Oversees and/or coordinates the collection, compilation, and analysis of program activity data; develops, writes, and presents comprehensive statistical and narrative program reports.
- Assists in producing, developing, advertising, and marketing project(s) and/or product(s) in various media such as print and video; may assist in developing teaching materials, handouts, news releases, pamphlets, and brochures.
- Assists in establishing and implementing short- and long-range goals, objectives, policies, and operating procedures.
- Collaborates with SENMC departments, programs, projects, local and state school systems, and/or community organizations to consolidate resources and enhance

programs.

- Develops or assists with the development and implementation of policies and procedures consistent with those of the organization to ensure efficient operation of the program/project.
- Performs miscellaneous job-related duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of contracts and grants preparation and management.
- Knowledge of management principles and practices.
- Skill in the use of computers, preferably in a PC, Windows-based operating environment.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Program planning and implementation skills.
- Skill in organizing resources and establishing priorities.
- Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Employee development and performance management skills.
- Ability to develop and maintain recordkeeping systems and procedures.
- Ability to communicate effectively, both orally and in writing.
- Ability to provide technical coordination and management of development and/or implementation projects in area of expertise.
- Ability to gather data, compile information, and prepare reports.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Knowledge of and commitment to diversity and inclusivity as critical components of organizational success.
- Excellent communication skills, ability to listen to new ideas and to respond in a timely manner to faculty, students and staff.
- Demonstrate ability to work independently and to establish and maintain a high degree of personal and departmental integrity and openness with students, faculty and staff.
- Excellent interpersonal skills and a personal commitment to equity.
- Strong detail orientation and ability to multi-task with little direct supervision.
- Ability to work under pressure with multiple interruptions and meet deadlines.
- Cooperation team player in a diverse working environment.
- Ability to handle sensitive and extensive confidential data.

Work Environment and Physical Demand:

- Reach and grasp objects
- Stoop, bend, kneel, crouch, or crawl
- Use of video display terminal

- Use of manual dexterity and fine motor skills
- Communicate information orally and in writing
- Receive and understand information through oral and written communication
- Proofread and check documents for accuracy
- Work a fluctuating work schedule

Performing the essential functions of this position requires the use of a computer throughout most of the workday, the ability to navigate a typical office environment, significant amounts of interpersonal interaction including oral and written communication, and the ability to keep track of multiple tasks, projects, deadlines, information sources and business processes. This job description is intended to be generic in nature and describe the essential functions of the job. It is not an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities, and overtime eligibility may vary based on the specific tasks assigned to the position.

Affirmative Action Statement:

Southeast New Mexico College is an Equal Opportunity/Affirmative Action employer dedicated to excellence through diversity. SENMC is an Equal Opportunity/Affirmative Action employer dedicated to excellence through diversity and does not discriminate on the basis of race, color, religion, national origin, age, sex, sexual orientation, handicap/disability, Vietnam era/disabled veteran status, gender identity or expression, or any other non-job related criteria.

Acceptance:

By my signature below, I certify that I have read my job description, understand my assigned duties and was provided a copy of this job description.

I understand that neither the SENMC Board of Trustees nor Executive Management of SENMC can guarantee my employment; SENMC can change compensation, benefits, and conditions of my employment at any time and at its full and sole discretion to meet business needs of SENMC. I also certify that I can perform the essential functions of this job description either with or without a reasonable accommodation. I further acknowledge that this job description does not constitute a written or implied contract of employment with SENMC. I further understand that the foregoing job description is not all-inclusive of the duties to which I may be assigned. In order to meet business needs, ensure maximum flexibility and efficiency, and to encourage cross training, I acknowledge that I may be assigned additional duties as are deemed necessary or desirable by SENMC.

Accepted and Agreed by:

Employee Signature: _____ Date: _____

Printed Employee Name: _____

Witnessed by:

Supervisor or HR Signature: _____ Date: _____

Printed Supervisor or HR Name: _____

Job Title: _____