Program Manager - STEM Education and Outreach

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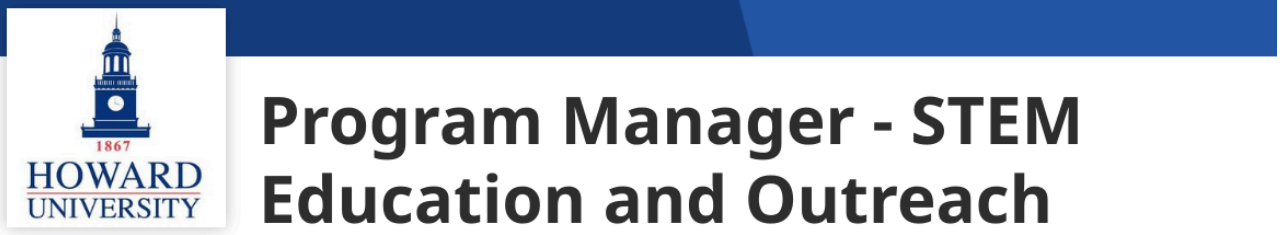


Program Manager - STEM Education and Outreach

Howard University

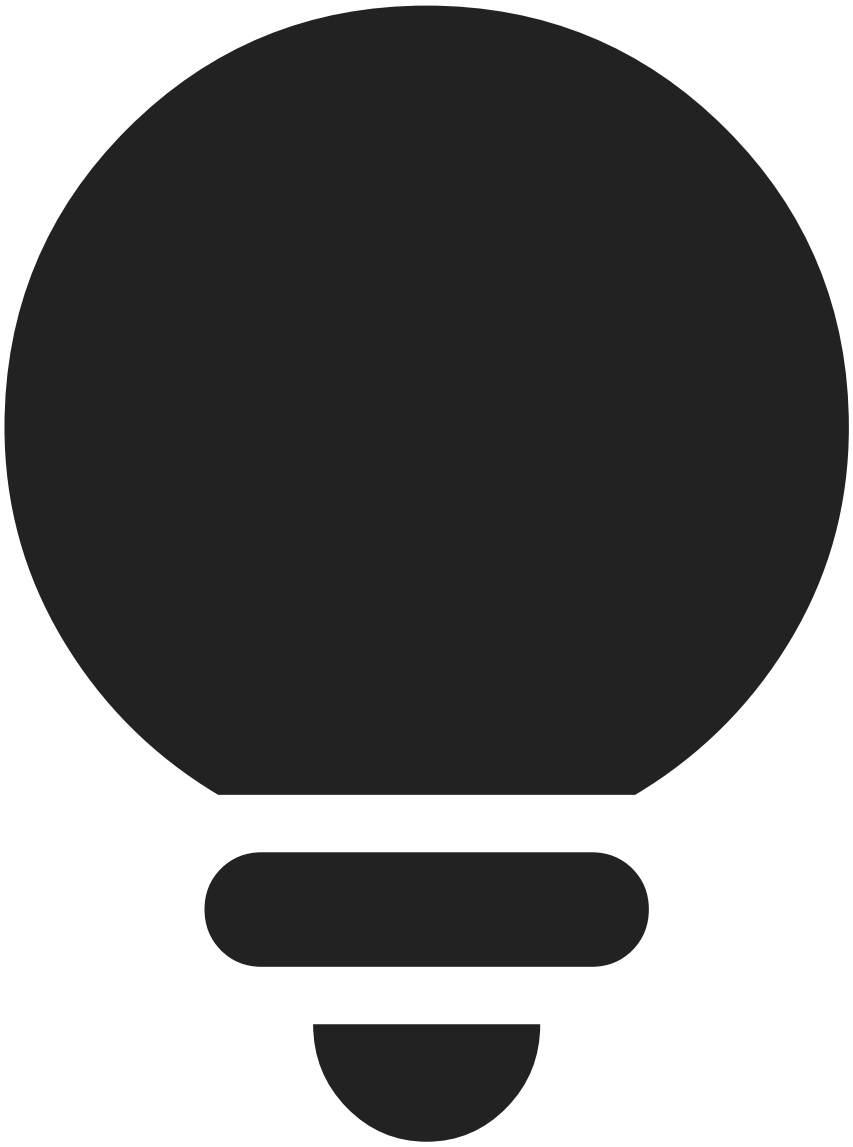
Washington

$98,297 - $108,127 a year

indeed

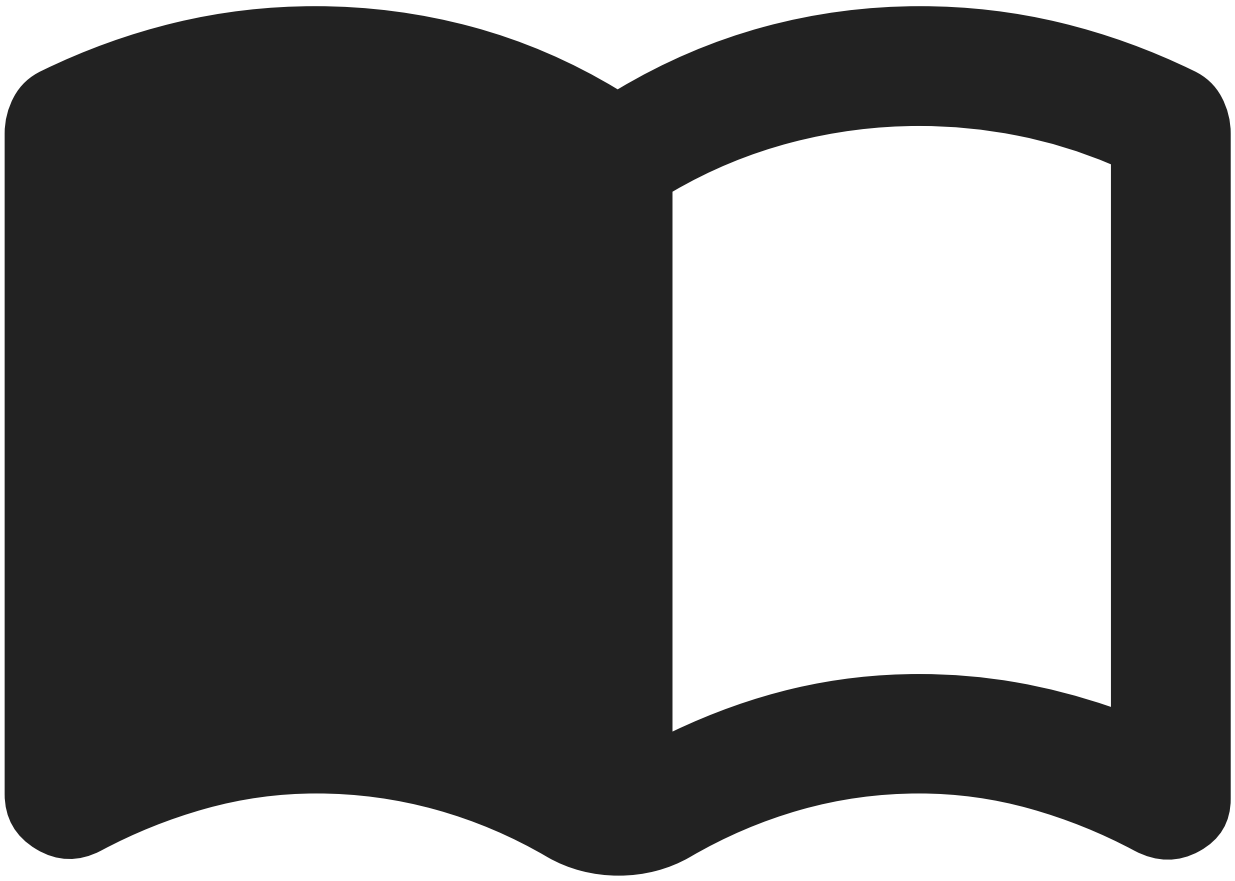
Profile insights

Find out how your skills align with the job description



Skills

Do you have experience in **Workshop facilitation**?



Education

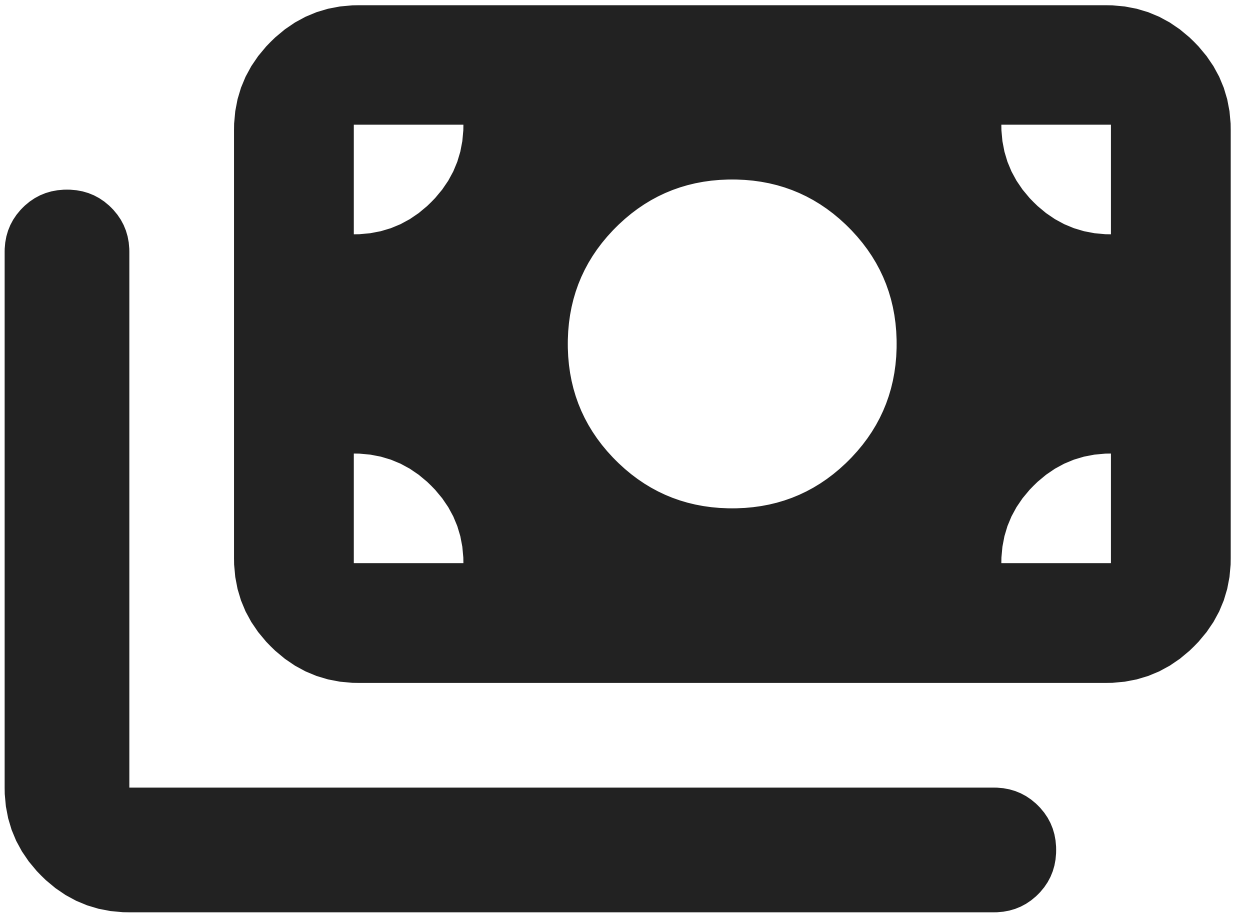
Do you have a **Bachelor's degree**?



Languages

Do you know **English**?

Job details



Pay

$98,297 - $108,127 a year



Job type

Full-time

Benefits
Pulled from the full job description

- 403(b) matching
- Tuition reimbursement
- 403(b)

- Health insurance
- Paid time off
- Vision insurance
- Dental insurance

Full job description

The Talent Acquisition department hires qualified candidates to fill positions which contribute to the overall strategic success of Howard University. Hiring staff “for fit” makes significant contributions to Howard University’s overall mission.

At Howard University, we prioritize well-being and professional growth.

Here is what we offer:

- *Health & Wellness:* Comprehensive medical, dental, and vision insurance, plus mental health support
- *Work-Life Balance:* PTO, paid holidays, flexible work arrangements
- *Financial Wellness:* Competitive salary, 403(b) with company match
- *Professional Development:* Ongoing training, tuition reimbursement, and career advancement paths
- *Additional Perks:* Wellness programs, commuter benefits, and a vibrant company culture

Join Howard University and thrive with us!

https://hr.howard.edu/benefits-wellness

BASIC FUNCTION

The purpose of this position is to serves as the Program Manager- STEM Education and Outreach for the Research Institute for Tactical Autonomy (RITA), University Affiliated Research Center (UARC) and will provide instruction, instructional guidance, curriculum development, in-person and virtual course creation, partnership development, financial management, budgetary oversight for the STEM Education and Outreach program, and communicate with our stakeholders.

SUPERVISORY ACCOUNTABILITY

Typically, responsible for performing non-supervisory duties in addition to supervisory responsibilities (e.g., within classrooms).

NATURE AND SCOPE

Serve as the Program Manager- STEM Education and Outreach for the Research Institute for Tactical Autonomy (RITA): internal contacts include executives, administrators, faculty, staff, and students of the department and the University. External contacts include representatives from the federal government, other colleges and universities, professional associations, consultants, vendors, families, students, and the public.

PRINCIPAL ACCOUNTABILITIES

- Create, manage, and oversee the day-to-day activities of the STEM Education and Outreach Program, with an emphasis on workforce development for undergraduate students across the RITA UARC consortium.
- Plan, develop, administer, coordinate, and evaluate new or revised education program goals and objectives. Implement approved program policies and procedures. Education program content should include particular emphasis on elements of Tactical Autonomy, such as programming (e.g., Python), Artificial Intelligence, machine learning, robotics, drones, electronics, physics, and mathematics.
- Develop and implement quality interactive educational activities and content to support in-person engagement and online learning environment, and manage participant content development.
- Ensure that goals and objectives specified for the education program are accomplished in accordance with priorities, time, and funding limitations, or other specifications.
- Evaluate the education program effectiveness in order to develop and implement new or improved methods. Devise and implement evaluation methodologies.
- Drive event success measures, including participation levels, participant satisfaction rates, and government client satisfaction.
- Responsible for coordinating, planning, implementing, and evaluating all aspects of the RITA's UARC's professional enrichment events, tracking program metrics, and managing program evaluation efforts.
- Perform specialized administrative and academic functions, including research and analyses, program coordination and monitoring, data collection, counseling, surveys, reports, and recommend a program
- changes.
- Managing all contact lists for teachers, speakers, and partnership efforts.
- Provide support for and initiate ideas for a range of outreach collateral, including articles, videos, resources for teachers, handouts/factsheets, webpages, and posters.
- Coordinate program activities through the delegation of assignments to staff, interns, and other support services.
- Review program documents to determine acceptance or make decisions pertaining to the program.

- Develop and facilitate workshops, meetings, or conferences with high impact on the program and/or the participants.
- Coordinate logistics and scheduling of all communications.
- Perform other related duties as assigned.

CORE COMPETENCIES:

- Knowledge of computer applications with accompanying user-friendly software, e.g., Workday, word processing, spreadsheet, database, Outlook, presentation, etc.
- Skill to design creative outreach activities for undergraduate, master's, and PhD students, with specific emphasis on Artificial Intelligence (machine learning and deep learning), text-based programming (e.g., Python), robotics, electronics, physics, and mathematics.
- Skill in oral and written (English) communications with the ability to explain complicated, fiscal, and budgetary processes to lay persons, and the ability to make public presentations.
- Strong organizational skills to establish priorities, meet deadlines, and perform in a responsible, professional manner.
- Ability to maintain harmonious working relationships with staff, students, faculty, and University officials and the public.
- Ability to conduct research and prepare comprehensive, complex financial and budget reports.
- Ability to plan, organize, and work with others.

MINIMUM REQUIREMENTS

Bachelor’s Degree (foreign equivalent or higher) in any STEM field and 5-7 years of related work experience. 1-2 years' experience and/or a solid foundation in the core concepts of the Python programming language (e.g., standard libraries, data structures, control flow, testing, and debugging). Experience working with education and outreach activity teams and STEM students, especially undergraduate students.

Special Note:

Resume/CV and cover letter should be included with the online application.

Due to U.S. Export Control laws and regulations, the candidate hired will need to be a U.S. citizen.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties, as may be required. The university has the right to revise

this position description at any time. This position description is not to be construed as a contract for employment.

Compliance Salary Range Disclosure

Expected pay range: $98,297 - $108,127

You must create an Indeed account before continuing to the company website to apply

