

## Rochester Museum & Science Center JOB DESCRIPTION

**Job Title:** Sr. Director - STEM Learning & Community

**Department:** Education & Outreach

**Direct Supervisor/Manager's Title:** President & Chief Science Officer

**Grade:**

**FLSA Status:** Exempt

**Full-time/Part-time:** Full-Time

**Date Prepared/Revised:** 9/15/2017

### I. JOB SUMMARY

The senior director provides leadership for the design, development and implementation of all Science, Technology Engineering and Math educational program models and affiliations onsite and offsite at Rochester Museum & Science Center. With strategic direction and oversight from the Museum's President & Chief Science Officer, the Senior Director for STEM Learning & Community assumes operational responsibility and accountability for the Museum & Science Center's STEM education portfolio, including staffing, scheduling, evaluation and revision of program models and the prototyping, testing and launch of new and exploratory education models in a strategic framework that is crafted in partnership with the Museum's leadership and regional priorities.

*Work schedule may include flexible hours, weekends, weekdays, evenings, holidays and extended hours in order to meet the needs of the organization. Management retains the right to alter work schedules accordingly.*

### II. DUTIES (and percentage of time spent)

Describe duties, responsibilities, essential functions:	%
Design, Co-development and Implementation of STEM education program models	25
Scheduling, supervision/alignment of faculty and resources for existing and emerging education and professional development models (with support from program team)	20
Evaluation and alignment of STEM curricula and program models with internal and external priorities and opportunities.	15
Recruitment and evaluation of STEM program team members and faculty	10
Planning, budgeting and analysis of program offerings, overseeing the inventory of instructional materials and program assets	10
Shape and structure internal plans & offerings for professional growth and leadership development in RMSC's program areas.	10
Tracking and research on best practice for educators in informal and O.S.T. settings	5
Assist in grant research and preparation	5
<i>Other duties as assigned</i>	

### III. SUPERVISORY RESPONSIBILITIES

Directs and coordinates the operations of dissimilar departments, through subordinate Managers or Directors

### V. FUNCTIONAL REQUIREMENTS

#### Technology, Equipment, Tools:

Ability to utilize Microsoft office products, company email and specialized software for Collections

Ability to use business machines such as personal computer, printer, calculator, copy machine, facsimile, and phone.

Ability to learn basics in Altru for data analysis

Must have a satisfactory driving record, possess a current, legal New York State driver's license and adequate personal automobile insurance.

#### Mental Activity:

##### Language skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.

Ability to write reports, business correspondence and procedure manuals.

Ability to effectively present information and respond to questions from groups of employees, managers, vendors and customers.

Ability to effectively present information to top management, public groups and/or board of directors.

##### Mathematical skills:

Ability to work with mathematical concepts such as probability and statistical inference.

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Ability to analyze variances.

##### Reasoning ability:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases.

Ability to deal with a variety of abstract and concrete variables.

Ability to exercise outstanding judgment to make decisions with no precedent. (Can change policies and practices and formulate new ones).

**Physical Activity:**

While performing the duties of this job, the employee is regularly required sit and walk; stand; bend; climb; to use hands to handle or feel objects, tools or controls; reach with hands and arms; stoop; kneel; and crouch.

The employee must occasionally lift and/or move *up to* 25 pounds.

Specific vision abilities required include close vision, depth perception and ability to adjust focus.

**Work Environment:**

While performing the duties of this job, the noise level in the work environment is usually quiet to moderate when presenting in public settings.

Ability to travel locally for business meetings/functions including occasional overnight travel as job requires.

**VI. QUALIFICATIONS**

**Education/Experience Requirements:** B.S. degree in a STEM discipline. Research and/or work experience in the technology, museum or higher-education sector. Successful experience conceiving and developing partnership models, designing programs and projects, and shaping them into compelling form for external support and participation.

**Skills/Competencies Requirements:**

Must be a “hands-on/Minds-on” collaborative manager with strong leadership abilities, an inclusive mindset and a passion for coaching and mentoring emerging STEM professionals.

Ability to manage multiple priorities while meeting tight deadlines.

Must be a motivated self-starter with the ability to work independently and as part of a team.

Strong, organizational skills, detail-oriented, and results driven.

High level of business acumen, confidentiality, accuracy, honesty, dependability, and integrity.

Must be resourceful, flexible, and adaptable in order to identify, initiate, and support needed change.

Ability to be a strategic thinker and strategic business partner.

Confident public speaker and presenter, able to communicate technical and abstract ideas to broad audiences of different interest and ability levels.

**VII. APPROVALS**

\_\_\_\_\_  
**Department Manager/Director**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Department Vice President**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Human Resources**

**Date:** \_\_\_\_\_

This job description reflects management's assignment of essential functions and does not restrict management's right to assign or reassign duties and responsibilities to this job at any time.