Title: Director, Winthrop Eagle STEM Scholars program

Major Responsibilities:
• Develop and oversee a recruitment and management plan for the diversity program.
• Supervise program assistant and administrative assistant in their functions.
• Oversee the development and distribution of diversity program collateral.
• Oversee the development and implementation of a dedicated website and electronic application process.
• Represent Winthrop to external groups; brief oversight panels on program progress.
• Recruit talented and well-prepared science students to Winthrop; conduct recruitment and outreach efforts at high schools, homes, open houses, and other settings. Develop and implement networking strategies to bring students with science potential to Winthrop.
• Monitor students’ academic progress; manage tutoring program. Oversee summer student activities. Coordinate with faculty on all aspects of the program.
• Develop and implement program activities to transition students from Winthrop into Ph.D. biomedical science programs.
• Work with other faculty and staff to develop extramural funding proposals. Work with development and potential donors on funding of program initiatives. Team with other key groups on campus to use campus resources to leverage diversity program efforts.
• Teach Eagle STEM seminar course.
• Other duties as needed.

Required Qualifications:
• Undergraduate degree in science, mathematics, or engineering required.
• Personal experience of being from an underrepresented or disadvantaged group required.
• Significant science or engineering management experience with substantive responsibilities.
• Experience in effectively networking with multiple organizations at high levels in both the Charlotte region and in South Carolina.
• Experience in advising or working with education programs, preferably at multiple levels.
• Strong foundation in science with the ability to assist and advise college science students.
• Effective presentation and communication skills to recruit students and to market programs.
• Exceptional interpersonal skills and demonstrated passion for helping students.
• Ability to manage, in parallel, multiple complex tasks, staff, and programs.
• Ability to effectively present program goals and to passionately argue for the need for science diversity programs.

Employment conditions: A 12-month full-time staff appointment. Salary dependent upon qualifications.

Position Available: July 16, 2015

Application Procedures:
1. Application deadline is July 10, 2015. Application materials received after the deadline date may be considered if an acceptable candidate has not been found.

2. Individuals wishing to apply for this position should make their interest known to:
   Dr. Pat Owens
   Chemistry, Physics, & Geology Department
   Winthrop University
   Rock Hill, SC 29733
   Phone 803/323-4922

3. The following materials should also be submitted to the above address:
   a) letter of application
   b) current curriculum vitae or resume
   c) names, addresses, e-mail addresses and phone numbers of at least three professional references
   d) official transcripts for all degrees

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