

Sul Ross State University
Position Description

Official Title: Project Coordinator CCRAA STEM Co-op)
Salary Group: Unclassified (9)

Job Code: 3223

Summary

Function: Complete annual and proximal reports for the CCRAA COOP Program Director at Midland College. Oversee all components of the CCRAA STEM COOP grant activity. Delegate activity, where appropriate, among participating groups.

Scope: Promotion elements of job to be institution wide.

Duties

Essential: Complete annual reports for the Project Director at Midland College, covering all aspects of CCRAA COOP activity. Facilitate purchasing and implementation of new equipment, software, and services for CCRAA activity. Provide special attention to vendor-mediated and contractual training made available to faculty and staff. Maintain a budget for the activity. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Reports all activity to the CCRAA COOP Project Director at Midland College and the CCRAA Project Director at SRSU.

Supervision

Received: Reports to the CCRAA Project Director at SRSU.

Given: Delegated duties to the associated Activity Secretary and Distance Education Technician.

Education

Required: Master's degree; eighteen semester credit hours in science.

Preferred: Doctoral degree.

Experience

Required: Documented, significant experience in dealing with science curricular concerns and associated technology.

Preferred: University teaching experience.

Equipment/Skills

Required: Knowledge and experience with computer applications such as word processing, database, spreadsheet, and presentation software authoring.

Preferred: Knowledgeable of various special media and distance education techniques.

Working Conditions

Usual: Half time position. Exempt from overtime provisions. Position is security sensitive.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: October, 2008