

Position Details

Req ID:	req16126
Position Title:	OAIRE STEM Coordinator
Position Type:	Staff Full-Time
Position Number:	AS7372
OSU Campus:	Stillwater
Department:	OAIRE OK Aerospace Institute
Location Address:	1201 S. Innovation Way Dr. , Ste 320, Stillwater, OK 74074
Hiring Supervisor:	Victoria Natalie
Hiring Range: (Contingent upon available funding):	48,000.00 - 66,000.00, Salary
Work Schedule:	Monday-Friday, 8-5, may work weekends and evenings
Faculty Appt Period:	
Job Summary:	<p>We seek a Program Coordinator to support a new STEM Program at Oklahoma State University in Lawton, OK. Dr. Jamey Jacob with the Unmanned Systems Research Institute/OAIRE have recently received funding from the McMahon Foundation to create a collaborative, integrated STEM/ Drone Development program for K-12 at Oklahoma State University. This program is focused on the development and implementation of integrative programs in STEM and Engineering Maker Space in order to organize, develop, educate, and empower the future workforce for defense contractors, defense-related contractors, academic institutions and innovators in emerging and future technologies.</p>

	<p>Our specific goals are to establish a school year and summer school program in a collaborative STEM, integrated Drone, and Project-Based Learning program that can be implemented around Oklahoma.</p> <p>Requires participation in evening/weekend events as needed.</p> <p>Perform desk-based computer tasks</p> <p>Frequently use a telephone or video conference platforms for meetings</p> <p>Ability to present information/communicate with others.</p> <p>Traveling in car for long periods of time</p>
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Special Instructions to Applicants	This position is located in Lawton, OK. Please submit a resume, cover letter and a minimum of three professional references with your completed application.
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Education & Experience

Position Qualifications:	<p><u>Minimum Qualifications:</u></p> <p>High School/GED</p> <p>Four years of related work experience. Post-secondary education may be substituted for years of experience.</p> <p>Demonstrated excellent communication and analytical skills</p> <p>Ability to work independently with a diverse team</p> <p>Knowledge of academic institutional outreach programs or similar experience</p> <p>Strong project management and excellent organizational skills</p>
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Preferred Qualifications:

Bachelor's degree in Sciences

Prior experience with presenting information to others and training participants

Experience compiling, analyzing, and reporting data, including experience in program assessment

Strong interest or educational background in science, technology, engineering or math (STEM) environments, educational programs, professional development activities, program evaluation, and/or diversity and inclusion

Ability to exercise good judgment under pressure

Willingness to use communication tools needed

Apply at:

<https://okstate.csod.com/ats/careersite/login.aspx?returnurl=%2fATS%2fCareerSite%2fApplicationStart.aspx%3fID%3d16126%26c%3dokstate%26>