

BOARD OF REGENTS

POSITION ANNOUNCEMENT

PROGRAM MANAGER for LOUISIANA SCIENCE TECHNOLOGY ENGINEERING AND MATH (LaSTEM)

The LaSTEM program is located within the Teacher and Leadership Initiatives office within the Academic Affairs section of the Louisiana Board of Regents. The individual appointed to this position reports to the Associate Commissioner for Teacher and Leadership Initiatives.

Responsibilities include:

- Assisting the Associate Commissioner for Teacher and Leadership Initiatives in the capacity as manager of the Louisiana Science Technology Engineering and Math (LaSTEM) Advisory Council;
- Coordinating and overseeing the creation, delivery, and promotion of STEM education in Louisiana;
- Facilitating quarterly LaSTEM Advisory Council Meetings;
- Managing and updating council status reports and legislative reports;
- Coordinating the annual STEM Summit from inception to completion by creating a summit committee, securing funding, securing location, creating the program, soliciting presentations/vendors, securing volunteers, and managing the activities of the day;
- Coordinating regional STEM meetings and participating with regional and state workforce partners to facilitate the creation of Regional STEM Centers.
- Serving as a STEM ambassador by communicating the LaSTEM Council goals and objectives to stakeholders.
- Creating, managing, and updating the LaSTEM website, the STEM Program database(s), and/or Information Clearinghouse;
- Coordinating with the Associate Commissioner for Teacher and Leadership Initiatives, the Associate Commissioner for Workforce Education and Training, the Senior Policy Analyst, and Assistant Commissioner for Public Affairs to ensure alignment of education, economic development, industry and workforce needs;
- Writing grant proposals and working with legislators and private industry to raise monies for LaSTEM Fund and administer and participate in review of proposals for grant funding;
- Creating and managing contracts and grant funding for the LaSTEM Council projects; and
- Providing support for meetings, conferences, special projects, and other duties in support of the Teacher and Leadership Initiatives office and/or the Board of Regents, as requested by supervisor.

Minimum Qualifications:

- Baccalaureate degree plus 2 years related (6 years preferred) work experience;
- Knowledge base about STEM
- Experience and/or demonstrated capacity in the administration of competitive funding programs and contracts;
- Excellent verbal and oral communication skills;
- Ability to work effectively with diverse constituencies;
- Experience planning and coordinating conferences and regional meetings; and
- Familiarity and expertise with Microsoft Office Suite, specifically Word, PowerPoint, and Excel.

The deadline to apply is Thursday, May 2, 2019. Interested applicants should send a cover letter, resume and three professional references to Bor.jobs@la.gov.