



## LEECH LAKE TRIBAL COLLEGE POSITION DESCRIPTION

**POSITION TITLE:** Earth Systems Science Research Coordinator

**DEPARTMENT:** Academics

**REPORTS TO:** Dean of Academics

**WORK HOURS:** M-F, 8:00 a.m. – 4:30 p.m., or as otherwise needed.

**STATUS:** Non-exempt

**LICENSE/CERTIFICATION REQUIREMENTS:** Valid MN Driver's License, current insurance or be insurable.

### **SUMMARY:**

This is a full-time year-round appointment with earth systems research and community outreach responsibilities for the Leech Lake Tribal College (LLTC) Department of Science, Technology, Engineering and Math (STEM). The Earth Systems Science Research Coordinator provides support for student research, career development, and community engagement in science activities.

### **EDUCATION:**

Bachelor's degree with an interest in a STEM (science, technology, engineering, or math) field required. Master's Degree or background in a STEM field preferred.

### **ADDITIONAL QUALIFICATIONS AND SKILLS:**

Experience in higher education or tribal education (such as scholarships, advisement, recruitment, retention, program/curriculum development, etc.) required.

Previous field and data management experience with environmental monitoring required.

Progressively responsible professional and administrative experience in higher education preferred.

Demonstrated experience and ability to work independently in completing objectives of grant projects.

Ability to gather data, compile information and prepare reports.

Understanding knowledge of and commitment to the mission, vision and goals of LLTC.

Experience working with the Ojibwe community preferred.

Ability to work well with a diverse student body, coworkers, and the community.

Ability to work effectively with LLTC staff, students, and other colleges and organizations.

Excellent verbal and written communications skills required.

Excellent interpersonal skills and a self-starter.

Excellent organizational, planning, and prioritizing skills.

Ability to maintain confidentiality of records and information.

Ability to interpret; adapt; and apply guidelines and procedures.

Ability to develop and maintain recordkeeping systems and procedures.

Ability to provide outstanding quality customer service and support to LLTC stakeholders.

Ability to pass pre-employment drug test and criminal background checks.

Native American Preference.

**DUTIES/RESPONSIBILITIES:**

Work as part of a team in implementing externally funded STEM programs.  
Lead community and student events such as recruitment, community input, and science fair, etc.  
Manage an environmental monitoring network with STEM Dept. faculty and students.  
Coordinate STEM Club and promote events.  
Manage existing grants and pursue additional grant funding.  
Regularly attend department meetings and complete quarterly reports.  
Host internship and career fairs, and visit high schools.  
Connect students with external internships and assist faculty in internship supervision.  
Mentor STEM students and monitor trends in enrollment and retention.  
Must be available to travel with students, and work some evenings and weekends for events.  
Must be accessible to the STEM Department, students, and the general public during the times established by STEM Chair and grant PIs.  
Other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Ability to lift 30 pounds or more and use proper body mechanics  
Be able to sit or stand for long periods of time  
Subject to internal working conditions.  
Non-smoking environment.

*I understand the position description for the Earth Systems Science Research Coordinator position. I am capable and agree to perform the job duties and responsibilities assigned to me. I also understand that the duties and responsibilities and other working conditions may change from time to time with or without notice. I further understand that this position description is not a contract and does not guarantee employment for any specific period or amount of time. This position description will be revised periodically or as needed. \*Position Description created/revised: 09-05-17.*

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date \_\_\_\_\_

President Signature: \_\_\_\_\_ Date \_\_\_\_\_