



**BAY AREA BIOTECHNOLOGY EDUCATION CONSORTIUM
POSITION ANNOUNCEMENT
SCCBEP Outreach Coordinator**

Application Deadline: Open until filled.

Salary: Commensurate with qualifications and experience.

Starting Date: Exact date and term of appointment negotiable.

Bay Area Biotechnology Education Consortium is seeking an Outreach Coordinator responsible for the biotechnology outreach programs serving Santa Clara County Biotechnology Education Partnership (SCCBEP). This individual will report to the SCCBEP Program Director for work on biotechnology related curricula labs and support of outreach to benefit teachers and students in Santa Clara County.

Work Location(s): Primary – SCCBEP Lab at SCU, Department of Biology
Secondary – SCCBEP Lab and Offices at SJSU, Department of Chemistry
Occasional – Bay Area schools for workshops and classroom support.

Appointment: 12 months, 25-50% FTE.
Flexible workday equivalent to 15-20 hrs/wk. Some evenings and weekends required.

About the Organization

Founded in 1997 by regional biotechnology education outreach partnerships and supported by educators, scientists, community foundations, and philanthropists, BABEC is committed to assisting the classroom science teacher with resources, curricula, and professional development to enable hands-on laboratory experiences that reflect the advancing technological and bioethical developments in the biotechnology field. A 501(c)3 tax-exempt non-profit California organization, BABEC collaborates with some of the leading biotechnology and health companies in the world. As a leader in science education, BABEC networks with other outreach organizations and higher educational entities locally and internationally.

BABEC was established to address a need for the Bay Area local partnerships to harness and share resources to support science education. BABEC serves a large region comprised of local county-based partnerships. The current participation of 412 teachers and 40,325 students reflect the diversity of the 134 schools within 12 counties in the Northern California Bay Area implementing biotechnology curricula. BABEC provides materials for classrooms, workshops for teachers, presentations at local and national meetings, special events, and many other hands-on learning experiences.

SCCBEP is the south bay BABEC partnership serving Santa Clara county schools and adopted schools in Santa Cruz, Monterey and San Benito counties. Offices and laboratories are located in the Chemistry department at San Jose State University and Biology department at Santa Clara University. SCCBEP is also the current home for BABEC. As such, the SCCBEP Coordinator will also work with BABEC staff to assist with reagent, materials and workshop needs.

Position Description

BABEC is accepting applications from well-qualified individuals to fill the SCCBEP Outreach Coordinator position. The Outreach Coordinator is an energetic, results orientated, motivated professional responsible for curricular kit management, teaching and expertise in biotechnology lab support. BABEC seeks a collaborative professional who enjoys and excels while working with multiple projects dealing with critical timelines and aggressive goals for success. We seek a communicator able to mentor teachers implementing biotechnology, develop, update and revise curricula. The SCCBEP Outreach Coordinator is expected to work relatively independently in her/his position, applying the highest professional standards to her/his performance of all duties.

General Reporting:

1. Consult at least twice weekly with SCCBEP Director or her/his designated supervisor to update on status of projects.

2. Submit timely written report to SCCBEP Director as requested for Steering Committee updates.
3. Submit preliminary summary report to SCCBEP Director as requested for grant renewals.
4. Maintain database of teachers/classes/student numbers/schools using SCCBEP and BABEC supported materials and attendance at workshops or other events.
5. Work with staff on calendar, scheduling and postings.

Services:

1. Outreach

- a. Ascertain which parts of the curricula teachers will be teaching, how many class sections, for what type of classes, how many teams per class, number of students and whether in-class implementation support is requested.
- b. Schedule all teachers for materials. Receive materials from BABEC and distribute materials to teachers.
- c. Determine amount of supplies and reagents needed.
- d. Contact teachers at school sites and arrange date and logistics for delivery.
- e. Set kit and consumables schedule.
- f. Create most efficient delivery system and route.
- g. Deliver kits and consumables. Review etiquette, inventory, storage conditions and material instructions with teachers.
- h. Document and track all deliveries and prepare billing.
- i. Answer or field questions from teachers. Address concerns or issues. Help troubleshoot or impart knowledge on specific experimental protocols. Keep Director informed about these contacts, the actions taken and the outcomes. Keep BABEC staff informed as needed.
- j. Check for missing and/or broken items. Collect and replace.
- k. Loan out equipment as needed. Track, deliver and collect.
- l. Check supplies, reagents and equipments for replacement and restock.
- m. Request supply purchases accurately, timely and appropriately.
- n. Check voice mail and e-mail for messages daily and return contacts from teachers in a timely manner.
- o. Maintain open lines of communication with all SCCBEPers, Director and BABEC staff.
- p. Contact current SCCBEPers to inform of any curricula or protocol updates.
- q. Work with BABEC's assessment materials. Distribute and recover feedback from teachers. Tabulate and report the assessment information in report.
- r. Oversee one or more summer high school student intern on projects.
- s. Assist with preparation for and participate in workshops, conferences and other SCCBEP/BABEC events.
- t. Be a spokesperson and promote awareness of SCCBEP with teachers and school administrators.

2. Laboratory

- a. Prepare reagents and consumables for biotechnology kits.
- b. Test all protocols before endorsing for distribution. Review results with SCCBEP and BABEC staff.
- c. Create, inventory, package and deliver kits, reagents and consumables to schools.
- d. Inform Director in advance when items need to be ordered.
- e. Inform Director when equipments need replacing or repair.
- f. Handle and dispose of reagents and materials safely and in regard to current site regulations.
- g. Distribute materials and reagents to schools that need special handling and/or are time sensitive to specific protocols.
- h. Troubleshoot anomalous lab results through teacher feedback. Relay and clarify new solutions to other SCCBEP and BABEC staff.
- i. Maintain accurate, detailed, thorough and understandable record keeping.
- j. Collaborate with BABEC to improve select lab protocols with intention to making labs more "robust", reliably reproducible, and classroom friendly.
- k. Work with partner organizations to periodically prepare solutions or unload and repack materials.

- I. Learn and implement new science theories and practices.
3. Other projects
 - a. Maintain networks with the local biotech companies for prospective donations and resources that can help in costs for SCCBEP and BABEC.
 - b. Occasional participation in conferences, workshops and community outreach may be required as a SCCBEP representative to network and to provide in depth knowledge for specific curriculum development.
 - c. Other duties as directed by BABEC President/ED.

Qualifications

- Passion for science education outreach to teachers, students and the community.
- Master's degree or higher from an accredited university, preferably in the sciences, education, or a related field.
- Exceptional organization and time management skills.
- Teaching, academic or related experience in biological sciences.
- Project management experience in biotechnology industry or educational environment.
- Ability to independently learn and adapt to changing curricula, protocol and lab practices.
- Excellent customer service and public relations skills. Quality interpersonal skills and ability to work with people at all levels.
- Be able to communicate clearly and succinctly both in person and in writing.
- Technology competence a necessity. Ability to use applications such as Word, Excel and Power Point and web browsers. Expertise is a plus.
- Ability to perform accurately in a detail-oriented environment.
- Ability to independently troubleshoot basic technical problems.
- Ability to work in a flexible work environment.
- Valid driver's license in good standing. Frequent local travel required.
- Awareness, ability to establish and maintain cooperative working relationships and sensitivity to the educational goals of a diverse multicultural environment.

Environmental Conditions

- Works with chemicals and laboratory equipments. Must be familiar with current standard lab safety practices.
- Must have a reliable means of transportation and be able to travel to participating schools throughout Santa Clara County. Travel may also include conferences and presentations.
- Typical university science building with office and laboratory environments and equipment. Work site located in multi-story building, accessible by stairs and elevator.
- Must be able to lift at least 30 lbs.

Complexity of Duties

- This position is highly complex and physical. Requires a great deal of independence, excellent organizational, time-management and communication skills.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

Compensation & Benefits

In addition to competitive salaries, BABEC offers flexible benefit plans with pre-tax elections which include: Medical and Dental insurance; Social Security; Long-term Disability; flexible vacation days.

Support for this BABEC position is shared by SCCBEP. This may include a SCCBEP-site office/lab with shared computer, phone, email, and fax access, plus access to a laboratory and necessary equipment for developing, preparing and testing lab protocols. Equipment similar to that used in the schools should be used whenever possible. BABEC serves as HR, employer of record and provide necessary and required insurance, benefits and liability.

Application Procedure

An employment application is available online at <http://www.babec.org>. Completed applications with letter of interest and resume or curriculum vitae may be mailed or emailed to <kuokaty@scientist.com>.

Dr. Katy Korsmeyer
SCCBEP/BABEC
San José State University
One Washington Square
San José , CA 95192-0101

Applicants will be screened for relevant qualifying experience. Additional screening mechanisms may be implemented in order to determine candidates' qualifications. Only those candidates most qualified will be invited to an interview. Applicants meeting the minimum qualifications are not guaranteed advancement to the interview.

Policy of Nondiscrimination on the Basis of Disability and Equal Opportunity Statement

BABEC does not discriminate on the basis of disability in employment or in the admission and access to its programs or activities. Persons with disabilities who might need accommodations during the application and selection process should contact Katy Korsmeyer at 408.924.4814; or, in writing at the address listed on the job announcement as soon as possible after filing the application.

Minorities, Women, and Persons with Disabilities are Encouraged to Apply
BABEC is an Equal Opportunity Employer