



Position Title: Geoscience Project Director	Reports to: Chief Academic Officer
Department: Academic Affairs	FLSA Status: Exempt
Classification: Regular Full Time	Benefit Eligibility: Yes, Full Time Benefits
SOC Code: 25-9000	Last Updated: New
Home Campus: Keshena Campus	Pay Grade: Keshena Hourly Grade 12 (\$20.14- \$25.18)
Grant Funded: Fully Grant Funded	Application Deadline: 2 nd Posting - Open until filled

Position Summary: With funding through a National Science Foundation PAGE grant, CMN will develop and launch an Associate Degree in pre-Geoscience that is transferrable to the University of Wisconsin System and other four-year college/universities as appropriate. As part of this project, CMN will engage in program/course development and a variety of outreach, support, and coordinated research activities with faculty and students. The Geoscience Project Director will manage the NSF PAGE grant, including coordinating its objectives, budgeting, and progress reporting.

Position Responsibilities & Duties:

1. Coordinate and Lead
 - a. Coordinate internship/externship placements;
 - i. Coordinate non-credit outreach activities;
 - ii. Coordinate place-based research activities;
 - iii. Coordinate four-year College/University campus visits;
 - iv. Coordinate articulation and transfer agreements with four-year universities and colleges;
 - v. Coordinate curriculum development and program and curricula approval of Pre-Geoscience Associate Degree;
 - b. Facilitate Geoscience Advisory Board;
2. Retention
 - a. Assist CMN Recruiter with recruitment efforts in Geoscience majors;
 - i. Assist Retention Department with advising in Geoscience program;
 - ii. Assist in the development of strategies aimed at increasing student retention in geoscience major;
3. Course Development
 - a. Work with appropriate faculty at CMN and other four-year colleges/universities on Geoscience program and course development;
4. Budgeting and Reporting
 - a. Manage grant/sponsored program administration, including but not limited fulfilling objectives, budgeting, and reporting;
 - i. Perform other team based duties as may be required for the overall success
5. Personal Traits – “Soft Skills”
 - a. Dependability, Attendance and Punctuality
 - b. Communication Skills
 - c. Customer Service to Students, Staff, Vendors and Contractors
 - d. Judgement, Decision Making and Problem Solving
 - e. Innovation (Continuous Process Improvement)
 - f. Attitude, Enthusiasm, Cooperation,

g. Managing Change and Adaptability

Minimum Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelors's Degree in Geoscience, STEM Education, or related field;
- Three years undergraduate recruiting, advising, and/or retention experience
- Knowledge of Institutional assessment in Colleges and Universities;
- Experience in grants/sponsored program management and reporting;
- Strong written and oral communications skills as well as advanced computer skills.

Desired Qualification:

- Master's in Geoscience, STEM Education, or related field

Reporting to this Position: Chief Academic Officer

Physical Demands & Work Environment:

Physical demands are classified as Sedentary - lifting no more than 10 pounds at a time and occasionally lifting or carrying articles like docket files, ledgers, and small tools.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs teaching or instructing Functions - Never

-Exposure to office/class room environment - Constant

-Exposure to shop or maintenance environment - Never

Tools & Equipment Used: Computer

		1-33% of time	34-65% of time	67-100% of time			1-33% of time	34-65% of time	66-100% of time
Activity	Never	Occasional	Frequent	Constant	Activity	Never	Occasional	Frequent	Constant
Bend	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lift/Carry				
Squat/Kneel	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10 lbs or less	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twist/Turn	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11-20 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	21-30 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	31-50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	51-75 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Handling/Fingering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	76-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Push / Pull				

Repetitive Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12 lbs or less	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13-25 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	26-40 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	41-70 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special Activities					71-100 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Control-L&R	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tools				
Foot Control-L&R	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Small Hand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type/Keyboard	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Power	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Drivers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forceful Grip	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Print Name: _____

Date: _____

Signature

The above noted position description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.