



Position Title: <b>Geoscience Project Director</b>	FLSA Status: <b>Exempt</b>
Department: <b>Academic Affairs</b>	Benefit Eligibility: <b>Yes, Full Time Benefits</b>
SOC Code: <b>25-9000</b>	Last Updated: <b>New</b>
Home Campus: <b>Keshena Campus</b>	Pay Grade:
Grant Funded: <b>Fully Grant Funded</b>	Application Deadline: <b>2nd Posting-Until Filled</b>

**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.

- Bachelor'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**

## **APPLICATION PROCESS**

A complete application includes:

- Letter of interest
- Current Resume
- Completed CMN application form (available under job opportunities at [www.menominee.edu](http://www.menominee.edu))
- Copy of all college level transcripts (official transcripts required if hired)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of any certificates of training
- Please provide:
  - ✓ Proof of Tribal enrollment status
  - ✓ Proof of honorable or general military discharge paperwork

### **Send complete application materials to:**

College of Menominee Nation  
Human Resources  
PO Box 1179  
Keshena WI 54135  
Ph. 715-799-6226  
[www.menominee.edu](http://www.menominee.edu)

**Position is open until filled**