

Job Level	Education Outreach Coordinator and Liaison	Professional Level III
Oversight Received	<ul style="list-style-type: none"> * Serve as point-of-contact for outreach efforts to promote the health and STEM disciplines through development, coordination and delivery of events, activities and presentations involving visits by schools and outside group. * Develops and implements strategies and materials to strengthen collaborations between the CSU Health Education Outreach Center (HEOC) and the National Western Center (NWC) in pursuit of furthering a shared mission in the areas of health and STEM education. The position ensures an integrative collaboration across multiple CSU colleges and departments and the NWC. 	<ul style="list-style-type: none"> • Works independently • May serve as a resource for other professionals
Problem Solving	<ul style="list-style-type: none"> * Determines the types and frequency of outreach events and activities that will maximize connections between a diverse population of prospective and current students and the NWC and CSU. * Identifies opportunities for developing new outreach programs and expanding existing programs. * Recommends ongoing prioritization of the use of HEOC space and technology while balancing the needs of outreach programs with instruction of courses within the HEOC. * Create, plan and coordinate outreach and engagement events and activities at the NWC and within the community which are organized by CSU HEOC. * Creates content for public communications, websites, social media, marketing and promotion efforts within and outside of CSU. * Manage a prescribed budget and monitor and report on expenditure of funds. * Facilitate the development of new instructional programs in health, STEM, water science and agriculture; and identify funding sources by working closely with NWC leadership and CSU faculty, staff and students. 	<ul style="list-style-type: none"> • Defines and solves advanced problems with non-standard solutions
Interaction/ Communication	<ul style="list-style-type: none"> * Collaborates with several units on and off campus to propose, secure and deploy operating budgets in support of outreach and engagement initiatives. * Partner with university and college advancement/development teams to secure need-based scholarship funding to broaden student participation in outreach programs, particularly targeting students from underrepresented backgrounds * Initiate new relationships with regional community partners and strengthen existing partnerships * Suggest new and innovative outreach programs and gain consensus on feasibility, priority and potential effectiveness. * The position ensures an integrative collaboration across multiple CSU colleges and departments and the NWC. 	<ul style="list-style-type: none"> • Communication of complex concepts as a regular and primary requirement
University Impact	<ul style="list-style-type: none"> * Work closely with faculty, staff and students across academic departments and will be a collaborative team member of the CSU STEM Center and the Department of Biomedical Sciences housed in the HEOC. Other major responsibilities will include recruiting visitors to the HEOC from the region including the Denver-metro area and expanding partnerships and funding opportunities by working with the state legislature, state agencies, federal funding sources and non-governmental organizations and foundations. 	<ul style="list-style-type: none"> • Potential impact is across multiple departments or even University-wide

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Typical Education

* Bachelor's degree in science, technology, engineering, mathematics, education or related field with 2 years of relevant professional outreach work experience OR a master's degree in science, technology, engineering, mathematics, education or related field.

- Bachelor's degree or advanced degree