



Outreach Coordinator for Human Environmental Sciences *Job Description*

Job Classification: Exempt, Full-Time Staff

Work Schedule: Monday – Friday, 8am – 5pm.

Additional evenings and weekend hours may be required for outreach activities, meetings, and events.

Compensation: \$50,000 Salary.

*Please Note: This position is partially funded through KSU's NSF Engines Grant, as well as MATC Institutional Funds.

Reporting Relationship: Dean of Academic Partnerships & Outreach (the Dean APO)

Position Overview:

The Outreach Coordinator (through partnership with K-State's NSF Engines Grant) compiles and provides knowledge and engagement opportunities for enhancing career education programs and student skills relevant to regional employer needs, workforce trends, and contemporary changes in technology. The Coordinator fosters relationships between regional employers and relevant program faculty to promote and establish new student opportunities for learning and interaction. The Coordinator develops and implements outreach strategies and monitors their effectiveness, reporting outcomes and determining best practices with the Dean APO and Outreach Team.

Primary Responsibilities:

- Garner expertise on relevant MATC programs and student skills in the following program areas:
 - Biotechnology/biomanufacturing*
 - Automated engineering technology*
 - Critical environment technology*
 - HVAC*
 - Construction technology*
 - Plumbing technology*
 - Electrician technology*
 - Information Network Technology*
 - Welding technology
 - Automotive technology
 - Electric power and distribution
 - Business (office assistant and accounting)
 - Health care
- *Program areas specifically related to the NSF Engines Grant Project
- Establish contact with regional employers to assist in developing a workforce associated with the programs identified, and harbor productive relationships with those employers concerning area workforce needs and projections.
- Accumulate specific information on employers' current workforce utilizations and potential of artificial intelligence (AI) and/or other technologies impacting workforce tasks and experiences to meet employer expectations.

- Assist the Dean APO with strategic outreach and organizing efforts to advance Human Environmental Sciences campaign goals and outcomes, ensuring that equity and relevance are fundamentally integrated.
- Collaborate with MATC faculty to foster engagement between regional employers and MATC programs, informing faculty of the desired skills, expectations, and anticipated changes in workforce technology that employers face, and develop mutual opportunities for employer-program engagements through classroom presentations, potential internships, apprenticeships, or other prospective interactions.
- Attend recruitment events with Student Services personnel and the Dean APO to learn about community needs and resources.
- With the Outreach team, conceive, develop, and implement outreach strategies that engage public constituencies and influence opinion leaders, decision makers, and elected officials, including strong promotion of the NSF Engines Project
- Track the effectiveness of outreach activities/projects and maintain and update campaign-related databases, documents, and other resources.
- Provide appropriate documentation to the Dean APO, and to the President of the College regarding meeting project reports and related requirements of the NSF Engines project.
- Maintain and update working knowledge of NSF Engines Project and the development of the NSF Bioscience Projects in the US.
- Maintain current knowledge on issues related to Human Environmental Sciences.
- Regularly monitor developments in the Bioscience and Career Technical Fields to assess their viability for MATC outreach efforts; Report to the Dean APO with findings on employers connected to the biotechnology and/or advanced manufacturing sectors.
- Attend other appropriate meetings as needed for the NSF Engines project or related events.
- Perform other duties as assigned.

QUALIFICATIONS:

- Bachelor of Science degree in a STEM field or STEM education preferred. Employment experience in a STEM role may be considered in lieu of academic experience/certification.
- Experience in education, particularly in areas such as biotechnology, engineering, construction, plumbing, electrical and/or Information Network Technology.
- Excellent communication skills, and proven ability to engage and collaborate with diverse individuals across various sectors.
- Proficiency in data-tracking, analysis, and reporting of qualitative and quantitative workforce data sets.
- Experience in strategic outreach and campaign management and/or coordination.
- Proficiency and experience with grant projects and oversight of grants, particularly in education, technical education, and/or Human Environmental Sciences.

- Knowledge of issues prevalent to Human Environmental Sciences and technical career fields.
- Ability to research and stay updated on specific industry trends and developments concerning technology and employer needs.
- Ability to attend planned or impromptu meetings and events as required.

PHYSICAL DEMANDS:

- Ability to sit and/or stand for extended periods.
- Ability to effectively communicate verbally, in writing, virtually, and via phone call.
- Ability to work occasional evenings and weekends as needed.
- Ability to lift and move up to 25 pounds

WORK ENVIRONMENT:

- Professional and deadline-oriented environment in an educational setting.
- Interact effectively and professionally with students, staff, faculty, and guests.
- Navigate diverse work environments including regional work-sites, maintaining professionalism and effective communication with employer representatives.

NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS

1. **This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.**
2. **Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee.**
3. **All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations.**
4. **Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.**
5. **All ‘offers of employment’ are subject to criminal background check prior to employment.**