

**STEM Academy Program Manager
Old Dominion University**

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Posted Dec. 5, 2024, set to expire Nov. 1, 2025

Job Title STEM Academy Program Manager
Department THE STEM ACADEMY
Institution Old Dominion University
Norfolk, Virginia

Date Posted Dec. 5, 2024

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Education - General

Job Website <https://jobs.odu.edu/postings/22298>

Apply By Email

Job Description

Job Title

STEM Academy Program Manager

Department

THE STEM ACADEMY

Position Number

GP616A

Location

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Suffolk, VA

Job Summary

The Program Manager for the STEM Academy at Booker T. Washington (SABTW) is to develop, coordinate programming and activities at Booker T. Washington Elementary School and ODU Tri-Cities Center, in support of the mission and vision of the STEM Academy Lab School, under the supervision of the Executive Director, Center for Educational Innovation and Opportunity Details about job duties and responsibilities are below.

Partnership Engagement, SABTW Recruitment, and Outreach to include:

- Design and coordinate recruitment and other outreach events..
- Support PBL and design thinking activities by fostering community engagement and real- world problem solving.
- Work closely with stakeholders and partners to carry out initiatives outlined in the SABTW lab school plan, including leading partnership outreach.
- Serve as the community engagement and partnership coordinator for SABTW, including working with the ODU Lab School Network Coordinator to develop and implement the lab school sustainability plan.
- Identify partners for experiential learning opportunities and coordinate initiatives related to those partnerships and SABTW needs.

Project management to include the following:

- Serving as the primary point of contact for scheduling and coordinating SABTW meetings and functions.
- Serve as the ODU liaison on site at the SABTW.
- Assist with coordinating logistical details of the SABTW, interns, student teachers, and other ODU partnership opportunities.
- Provide ongoing updates to the ODU Lab school Network team regarding lab school progress, to include but not limited to technologies, facilities, communications, and stakeholder engagement.
- Assist Laboratory School committees in carrying out their functions.
- Identifying and enforcing safety protocols for all equipment and activities.
- Maintain an inventory of all lab school equipment, software, and supplies.
- Ensure technology and materials are up-to-date, functional, and safe for student use.

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- Stay updated on district, state, and federal regulations relevant to technology education and ensure SABTW's adherence to standards.

Marketing & Social Media duties to include:

- Develop an online repository of materials associated with SABTW initiatives to be accessible by partners.
- Provide support for and coordinate social media and web presence.
- Provide ongoing updates to the ODU Lab school Network team regarding lab school progress, to include but not limited to technologies, facilities, communications, and stakeholder engagement.
- Develop presentations related to SABTW activities.

Assessment duties to include:

- Coordinate assessment of SABTW outreach, marketing, and recruitment activities.
- Write reports summarizing the success of initiatives completed at the SABTW and ODU Tri-Cities Center.
- Identify strategies to improve efforts in completing initiatives identified in developing strategic plan.
- Recommend changes to improve processes.

Position Type

FullTime

Type of Recruitment

General Public

Minimum Qualifications

- **Master's degree in education, business or related area.**
- Working knowledge around laboratory schools.
- Working knowledge of and experience with K-12 schools and system.
- Strong written, oral communication and interpersonal skills.
- Excellent attention to detail and organizational skills.
- Proficiency in brand and creative program development.
- Proficiency working in a virtual space, including some experience with online collaboration tools.

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- Ability to establish and maintain effective working relationships
- Working experience with event planning, project management, and collaboration with effective team building experience.
- An instructional design background and/or experience with instructional design.

Preferred Qualifications

- Advanced degree beyond Master's in Education, Business, or related area.
- Some K-5 Elementary leadership experience.
- Some K-12 Division leadership experience.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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