

**Science and Technology Entry Program**  
**Part-Time Student Success STEM Coordinator**

This position is based in the Amsterdam High School. The STEP program serves 75+ students in grades 6-12, who are interested in pursuing STEM careers or the licensed professions. We are seeking applications from creative, energetic and enthusiastic individuals to serve as a part-time Student Success STEM Coordinator for our STEP students. This is **not** a remote position.

*Qualifications:* Bachelor's degree ideal (preferably in a STEM field), previous tutoring experience, knowledge and ability to relate to culturally diverse students, and Spanish fluency highly desired but not required.

*Duties include but not limited to:* Teaching activities/workshops, tutoring, assisting the Head Program Coordinator, record keeping and reporting for the state, coordinating field trips, college visits and helping with our STEP parent group, home visits and other duties as assigned. ***Must be good at using Excel, and Google Docs.***

*Salary:* \$16-\$18 per hour; 29 hours per week during the public school academic year (September-June); hours vary slightly but will follow a 8:00 am -2:00 pm schedule. It is a Monday-Friday position. This position will be summer employment as well and continue into the 2021-2022 school year. The position will be filled as soon as possible.

Please send a cover letter describing your experiences that pertain to this position (including which subjects you feel you could tutor in), resume and list of three references to [ptlppstem@fmcc.edu](mailto:ptlppstem@fmcc.edu).

***FMCC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran or disability status. The Civil Rights Compliance Coordinators have been designated to handle inquiries regarding non-discrimination policies and can be contacted at: Human Resources Administrator, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8403 (for employee issues) and the Vice President for Student Affairs, 2805 State Hwy 67, Johnstown N.Y. 12095 Tel: 518-736-3622 Ext. 8100 (for student issues).***