BOARD OF REGENTS

POSITION ANNOUNCEMENT

PROGRAM ADMINISTRATOR for
STEM and and Cybersecurity Initiatives

The LaSTEM program is located within the Strategic Planning and Student Success section of the Louisiana Board of Regents. The individual appointed to this position reports to the Deputy Commissioner for Strategic Planning and Student Success.   The position leads and supports talent development efforts to meet STEM and Cybersecurity industry needs across the state, with an emphasis on ensuring equity and access are provided for opportunities to pursue careers in these fields. The role is a central one to help facilitate state attainment and prosperity goals as outlined in the Board's Master Plan.

Responsibilities include:

Program Administration

- Serving as the lead administrator of the Louisiana Science, Technology, Engineering and Math (LaSTEM) Advisory Council and the Cybersecurity Education Management (CEMC) Council, including setting strategic agendas, driving implementation and measuring results;
- Facilitating quarterly LaSTEM Advisory Council and CEMC meetings;
- Coordinating and overseeing the creation, delivery, and promotion of STEM and Cybersecurity education and training efforts in Louisiana;
- Managing and updating status reports and legislative reports for both Councils;
- Coordinating the annual STEM Summit from development to completion by convening a summit committee, securing funding, securing the location, creating the program, soliciting presentations/vendors, securing volunteers, and managing the activities of the day; and
- Conducting regular meetings with Regional STEM Center directors and staff, coordinating regional STEM meetings and participating with regional and state workforce partners to facilitate the operations of Regional STEM Centers.

Outreach

- Serving as a STEM and Cybersecurity ambassador by communicating the goals and objectives of both Councils to stakeholders;
- Regularly communicating and building rapport with education and industry stakeholders in an effort to expand and advance statewide STEM and Cybersecurity training and workforce development initiatives;
- Pursuing areas of collaboration with workgroups, councils, and committees coordinated by Regents, partner agencies, and other stakeholder groups;
- Managing and updating the LaSTEM website, the STEM Program database(s), and/or Information Clearinghouse; and
- Coordinating with appropriate Regents staff to ensure goals and objectives of both Councils are aligned with education, economic development, industry and workforce needs.

Grants and Contracts

- Developing grant proposals and working with legislators and private industry to raise funds for LaSTEM and Cybersecurity initiatives and administering and participating in the review of proposals for grant funding;
- Creating and managing contracts and grant funding for LaSTEM Council projects;
- Providing support for additional meetings, conferences, special projects, and other duties as requested by the supervisor;
- Serving as a member of the Strategic Planning and Student Success leadership team; and
- Other responsibilities or duties as needed or assigned.

<u>Minimum Qualifications:</u>

- Baccalaureate degree plus a minimum of four years (six years preferred) of related work experience.
- Knowledge base about STEM and Cybersecurity industry needs across Louisiana.
- Appreciation for and awareness of the urgency of addressing the needs of underrepresented and underserved groups across the state.
- Effective planning and program coordination skills.
- Excellent verbal and oral communication skills.
- Experience and/or demonstrated capacity in the administration of competitive funding programs and contracts.
- Ability to work effectively across diverse constituencies.
- Experience in developing and coordinating conferences and regional meetings.
- Familiarity and expertise with Microsoft Office Suite, specifically Word, PowerPoint, and Excel. Knowledge of webpage development tools (Wordpress) and online delivery of programs is also helpful.

Interested applicants must apply via LA Careers at: https://www.governmentjobs.com/careers/louisiana/jobs/3032597/program-administrator-for-stem-and-cybersecurity-initiatives?keywords=program%20administrator&pagetype=jobOpportunitiesJobs by 11:59 p.m. on Tuesday, April 13, 2021. This position is posted for both internal and external applicants.