

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: PROGRAM MANAGER, ENGINEERING OUTREACH

Reports To: CEAS

UW Job Code: 7352

UW Job Family: 3C – Instructional/Educational Service

SOC Code: 25-9031

FLSA: Exempt

Pay Grade: 24

Date: 2-22-22

JOB PURPOSE:

Manage, develop, coordinate and implement multiple activities and programs for the College of Engineering & Applied Science (CEAS) K-14 Tier 1 Engineering Outreach programs, including supervision of program components, program fidelity, development, assessment and provide STEAM lesson plans to educators throughout Wyoming.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Design, develop, and deliver synchronous and asynchronous STEAM curriculum using multi-media instructional methods.
- Manage, design, and develop STEAM initiatives and programs that promote and support the College's Tier 1 K-14 Initiative Programs, onsite teacher mentoring support program, and onsite student development/outreach program. Update and realign initiatives, lessons, and instruction based on identified program needs and assessments. Create lesson plans and activities for all outreach programs and initiatives using researched-based methods and practices.
- Develop, plan, conduct, and facilitate in-person or virtual instructor-led training to professional engineers, professional land surveyors, and educators to use research-based best practices and authentic learning experiences that engage K-12 learners. Develop strategic planning for cross-agency collaboration. Work in collaboration with the Wyoming Board of Professional Engineers and Professional Land Surveyors, engineering firms, and land surveying firms to continuously improve current outreach programs, develop new outreach programs, and recruit professionals in STEAM fields to participate in outreach activities. Work collaboratively with faculty on grant proposals as an educational consultant.
- Develop, manage, and support Diversity, Equity, and Inclusion initiatives to strengthen student recruitment and retention for the CEAS and campus community.

- Develop and manage the Undergraduate Research Scholars' first-year experience, which includes professional development workshops and field site visits.
- Coordinate promotional campaigns to reach large and varied audiences for K-12 events and programming. Maintain web pages and create promotional materials for specific initiatives. Disseminate information about program efforts by presenting information at meetings, workshops, and/or conferences.
- Design and maintain databases for program assessment metrics; this includes collection of both quantitative and qualitative data to assist with written reports for program sponsors and the annual reports. Create and disseminate feedback tools for use in redesigning and improving initiatives and programs.
- Manage the program budget.
- Hire, train, supervise and evaluate staff and student ambassadors.

SUPPLEMENTAL FUNCTIONS:

- Attend regional conferences and training to stay up to date on industry changes.
- Serve on committees and represent the unit at various meetings and events.
- Participate in the development of policies and procedures.
- Perform special projects and duties, as assigned.

COMPETENCIES:

- Collaboration
- Developing Organizational Talent
- Formal Presentation Skills
- Individual Leadership
- Innovation
- Strategic Planning
- Work Prioritization & Management

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in a related field**

Experience: **7 years progressively responsible work-related experience**

- **Master's degree and 4 years progressively responsible work-related experience is preferred.**

Required licensure, certification, registration, or other requirements:

- **Valid driver's license**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Education initiatives.
- Educational philosophy and methods that encourage development of active and lifelong learning.
- Teacher and leader development frameworks and ability to co-develop aligned content and systems.

- Curriculum development; curriculum and instruction using evidence-based practices.
- Current state engineering and science standards.
- Strategic planning processes; project planning, leadership, and supervision theory, methods, and practices.
- Assessment and data analysis techniques, methods and practices.
- University and community outreach entities and support organizations.
- Large-scale project implementation and special events planning methods and techniques.
- Departmental computer technologies, including system requirements, functions, upgrades, additions, and new hardware and software developments.
- Supervisory and training methods and techniques.

Skills and Abilities to:

- Assess department needs and develop new or enhance existing programs.
- Ability to write effective curriculum units with an equity-based pedagogy.
- Develop future and oversee current activities of the program and related initiatives.
- Supervision of program staff and coordination of statewide activities.
- Ability to lead, including influencing and motivating others.
- Understand, interpret and implement Federal, State and University policies and procedures.
- Apply problem-solving techniques and professional judgment in complex, confidential and sensitive situations.
- Access, establish and maintain a network of community agencies for resources and referral purposes.
- Work effectively with faculty, staff, students, families and other stakeholders from different backgrounds, including elected officials.
- Adhere to high standards of integrity, confidentiality, and honesty.

WORKING CONDITIONS:

Routine office working conditions. Regular in-state and out-of-state travel for site visits and attend regional and national meetings; exposed to regular repetitive hand movement for computer usage.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.