QUEEN'S UNIVERSITY SUPPORT STAFF
POSITION SUMMARY

DEPARTMENT: Faculty of Engineering and Applied Science

POSITION NUMBER: 00500744 INCUMBENT:

TITLE: Outreach Coordinator GRADE: 7

JOB SUMMARY:

Reporting to the Director of Finance and Administration, the Outreach Coordinator works to attract students into the Engineering profession through the creation and implementation of community outreach programs, in partnership with and complementary to existing programs at Queen's. In addition, the incumbent will raise public awareness about Engineering (including teachers, counselors, community groups, etc.) and will provide learning and employment opportunities for Queen's Engineering students.

KEY RESPONSIBILITIES:

- Establish goals, targets, and performance metrics for the FEAS outreach program
- Develop a plan with short and long-term priorities for the Faculty's outreach program
- Create and implement outreach programs that attract elementary and secondary school students to the engineering profession and to Queen's University
- Assess the success of engineering and science related outreach programs currently offered at Queen's and identify high-quality programs offered worldwide. Build partnerships that align with FEAS program objectives
- Liaise with classroom teachers, principals, guidance counselors and community groups to determine what type of outreach support is needed to complement current curricula and meet FEAS program objectives
- Interact with faculty, staff, and graduate or undergraduate students to ensure the successful development and delivery of the program
- Assist in the development and management of a long-term financial strategy and prepares the annual budget for FEAS Outreach programs, while examining opportunities for revenue-generating activities to make the program self-financing
- Develop and publicize a library of outreach resources, information and contacts as a resource for students, parents, teachers, guidance counselors, and community groups
- Act as a resource for teachers who wish to inquire about Outreach programs, or for students, parents, and the general public wanting information about the engineering profession
- Serve on committees and teams in support of outreach goals (internal and external to FEAS)
- Travel regularly to off-campus meetings and events, including some evenings and week-ends

REQUIRED QUALIFICATIONS:

- University degree in engineering and/or education and several years related experience
- Teaching experience or experience working with Outreach programs within the public, private and separate school system would be considered an asset
- Consideration will be given to an equivalent combination of education and experience

SPECIAL SKILLS:

- An understanding of and an interest in engineering education
- Strong interpersonal skills and an ability to work collaboratively and make contacts
- An awareness and sensitivity to equity issues within the engineering profession
- Marketing or public relations skills an asset
- Understanding of learning, education, and child development
- Self-motivated and enthusiastic with an ability to pay attention to detail and accuracy
- Demonstrated record in securing funding for education programs
- Strong written and oral communication skills
- Commitment to customer service
- Creativity, organizational ability, and strong research skills will be considered an asset

DECISION MAKING:

- Decide what type of outreach support and communication is needed in the public, private, and separate school system to complement current curricula
- Evaluate world-wide best practices for outreach activities and determine the feasibility of implementing these activities at Queen's
- Decide how to implement new outreach programs in combination with existing programs at Queen's in order to offer an exceptional program experience
- Makes decisions around the goals, targets and performance metrics for the FEAS outreach programs
- Assists in making budgetary decisions and the allocation of resources as it relates to the long-term financial strategy of FEAS
- Decide on appropriate resource acquisition to support outreach activities, including providing learning opportunities for Queen's Engineering students
- Investigate and determine the feasibility of revenue generating activities to support outreach programs at Queen's

SUPERVISORY RESPONSIBILITIES: No

SIGNATURES:

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Incumbent	Supervisor	Department Head

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Date: