

Coordinator, Bioscience Credentials Consortium

FLSA Status: Non-Exempt

Pay Grade: 15

Job Title ID: 230506

Job Series/Job Family: Academic Program Support Series / Academic Program Support Family

Reports To

Department Chair, Biotechnology

Job Purpose

To coordinate the projects and events of the Consortium for Bioscience Credentials grant, funded through September 30, 2016.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Coordinates, researches, compiles data, and reports on student progress in developmental and accelerated bioscience bridge programs.
2. Coordinates and tracks student academic success, internships, as well as employment upon completion of bioscience certificate and/or degree programs.
3. Assists with planning and implementation, and tracks and coordinates grant related student activities.
4. Serves as communication liaison with grant partners, ACC departments, industry partners, and other Texas institutions.
5. Works with Capital Idea and Texas Workforce Commission to develop and implement recruiting strategies and programs for student in bioscience disciplines, including outreach for veterans, and underserved and/or undereducated workers.
6. Serves as industry liaison, coordinates student intern placement with bioscience industry partners, and tracks final employment for four years.
7. Maintains records and documentation for reporting to the Department of Labor and to the Consortium.
8. May assist with the development, coordination, and inclusion of biotechnology content and skills in program curriculum.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Biotechnology industry business practices, and related potential employment opportunities
- Data tracking, organizing, and reporting
- Biotechnology terminology
- Office management processes and practices
- Correct English usage, grammar, punctuation, and vocabulary

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule, including occasional evenings and/or weekends

- Effective interpersonal and communication skills, including use of tact, diplomacy, and confidentiality
- Effective organizational and planning skills, including attention to detail and follow-through
- Working with others in a collaborative manner
- Understanding biotechnology industries

Computer Skills

Required

- Demonstrated proficiency using standard office software applications, including word processing, spreadsheet, and or database programs.

Physical Requirements

Required

- May be subject to standing, walking, sitting, bending, reaching, kneeling, climbing, pushing, and pulling.
- Occasional to routine lifting of objects up to 20 pounds.

Work Experience

Required

- Two years related work experience.

Preferred

- More than five years related work experience, including teaching biotechnology, or working in the biotechnology industry in protein purification, molecular biology, bioengineering, instrumentation, cell culturing, bio-manufacturing, product development, and/or industry regulation.

Education

Required

- Bachelor's degree in Life Science, biotechnology, or related field.

Preferred

- Master's degree in Life Science, biotechnology, or related field.

Other

Required

- Reliable transportation for local area travel.

Safety

Required

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.