Carleton College Exempt Position Description

Job Title: Content Specialist
SERC Associate Director

Reports to (Title):

Department: Science Education
Resource Center

Draft 2020(grade 9)

Revision Date:
9/14/2020 updated for BA

Position Overview

The Content Specialist works as part of the Science Education Resource Center (SERC) team at Carleton College to support projects fostering STEM learning, developing and deploying professional development programs, to develop and improve websites, and to assist in education research and evaluation projects lead by people at SERC and partner institutions.

Essential Job Functions

The Content Specialist works on the full scope of projects undertaken by SERC including professional development, website development and community building, and education research and evaluation. In partnership with SERC staff and collaborators at Carleton and other institutions across the country, this person will:

- Work independently to support project partners with technical expertise and project management skills to help move projects toward stated goals within determined timelines.
- Learn to promote best use of the SERC-developed tools and processes to meet project needs and goals as part of on the job training.
- Create and customize websites within the Serckit content management system to meet the needs of specific projects. Support partners in authoring for the web.
- Help organize and support in-person and virtual workshops, particularly development of workshop websites, use of the website during workshops, and collection of materials before and during the workshop as part of building web-based resources. This will include domestic, overnight travel to workshops and conferences several times annually.*
- Write reports and webpages synthesizing data and findings, community discussions, and literature surveys.
- Support community research teams and projects including tracking and communicating project progress, managing data collection, and documenting findings.

Describe Supervision Received and Exercised

The Content Specialist works as a member of the SERC staff and reports to the SERC Associate Director. Overall priorities and assignments are developed by the SERC leadership team and project principal investigators.

Education/Experience/Skills

Demonstrated in duties of current and prior employment or other professional experience.

Required:

- Bachelor's degree in geoscience or a closely related field (e.g. environmental science, oceanography, physical geography, atmospheric science, ecology/biology with ecology emphasis), and 5 years relevant work experience (formal or informal education settings, website development and/or writing for the web, project management, education or non-profit administration, research assistantship, graduate level coursework etc.).
- Ability to interact with, respect, and communicate with partners from a diverse range of backgrounds while supporting the work of individuals and

groups equitably.
- Demonstrated ability to communicate complex or technical information clearly both verbally and in writing - a writing sample may be requested.
- Excellent interpersonal, communication, documentation and organization skills, including ability to learn to create well-designed web pages and to effectively edit submissions from a variety of sources to create cohesive products. Ability to deliver professional presentations.
- Affinity for computer work and willingness to quickly learn SERC's content management system with coaching and support from the SERC team.
- Comfort working with professional colleagues one-on-one and in large groups, in both in person and virtual settings.
- Demonstrated ability to independently complete projects on schedule and to manage multiple projects simultaneously.
- Experience with project management, working within deadlines and budgets, particularly with external partners
- Willingness to make several domestic, overnight trips per year* to support workshops, make presentations, and assist in evaluation activities.
- Ability to work independently as well as in close cooperation with a tight-knit team.

*Travel will follow Carleton College health and safety policies.

Preferred:

- Experience working with quantitative data, comfort with basic statistics and data visualization techniques, including developing graphs and figures that illustrate key features of the data set and/or willingness to grow in this area.
- Demonstrated ability to effectively manage and develop website content.
- Teaching experience in K-12 or postsecondary settings or experience working in higher education.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.