



MIDDLE TENNESSEE STATE UNIVERSITY

The Tennessee STEM Education Center (TSEC) at Middle Tennessee State University invites applications for a coordinator-track faculty position (#H52010). The coordinator will work across several STEM education research projects to direct the planning and management, administration, budgeting and expenses, and supervision of junior research assistants. The coordinator will work alongside the TSEC Directors, as well as Principal Investigators of the research projects and must excel at organizing multiple projects with many moving parts.

This is a full-time, 2-year position including benefits, with opportunity for renewal based on performance and available funding.

Duties and Responsibilities

Administration and Project Management

- Develop and track project timelines, milestones, tasks, dependencies, deliverables, and resources needed
- Ensure that all study activities meet current university, state & federal regulatory guidelines, requirements, and laws
- Prepare and manage materials for initial and ongoing human subjects review
- Develop and maintain study databases and data storage
- Prepare equipment for use in research studies
- Train researchers and assistants in proper equipment use
- Upload/store, log, and track collected research data
- Coordinate data processing efforts (e.g. transcription, video processing)
- Collect and organize consent forms from research projects

Personnel Management

- Train, direct, and supervise junior research assistants and coordinators
- Coordinate the hiring process for undergraduate research assistants and interns
- Make recommendations to the Director regarding hiring and other personnel decisions
- Forecast staffing needs based on research project timelines and deliverables

Organization & Communication

- Organize and lead project meetings with research staff
- Facilitate communication with key research project personnel across organizations
- Manage communication and scheduling with research study participants, including students, teachers, and school administrators
- Oversee updates to project and center websites, and news reporting related to research projects
- Write and format reports for external distribution
- Assist PIs in reviewing, analyzing, interpreting, summarizing, formatting, and editing progress & final reports, etc.

Budgeting and Financial Administration

- Monitor budgets across multiple projects on a quarterly basis, in coordination with the office for research and sponsored projects
- Oversee purchase of supplies and equipment for research projects
- Oversee expense reports and vendor paperwork
- Keep track of different regulations for using grant funding, such as salary and spending rules

Required Education

- Master's degree in a social science, education, STEM or related field

Required Experience

- 2 years of experience managing multi-year projects with multiple team members

Other Desirable Qualifications

- Doctoral degree in a social science, education, or related field
- Experience conducting qualitative and quantitative social sciences research
- Background in science or mathematics education
- Ability to balance multiple tasks and project, meet deadlines, and work in a fast-paced environment
- Experience in education or education administration is strongly preferred
- Experience in financial administration and budgeting
- Expertise in grant management and regulations for NSF- and IES-funded grants
- Familiarity with technology to support project management and teamwork
- Skilled in effective communication with multiple teams and stakeholders
- Certified Associate Project Management (CAPM) certification or Project Management Professional (PMP) certification

Application Instructions

In order to successfully apply, applicants are required to include a Cover Letter (explaining relevant background and interest in one or more of the TSEC research projects) and a detailed Curriculum Vitae. Additionally, applicants must provide one (1) writing sample. You will be required to provide names and contact information for three professional recommendations (external to MTSU) during your application to the posting. If you are approved for the candidate pool, our online hiring system will then automatically generate solicitation for these letters using contact information you provided. Candidates selected for interview will also be required to share a portfolio or an example of a project they have previously managed.

Applications must be submitted at: <https://mtsujobs.mtsu.edu/postings/8889>

Review of applications will begin November 18, 2019.

If you have position specific questions, please contact Dr. Elizabeth Dyer at Elizabeth.Dyer@mtsu.edu.

Salary and Benefits

Salary commensurate with education and experience. Additionally, MTSU provides its employees with a comprehensive benefits package that includes the following:

- Health, dental, vision and life insurance as well as several other optional benefit plans
- Retirement savings programs that include your choice of two plans as well as three deferred compensation savings plans; mandatory 5% employee contribution
- An Employee Assistance Program
- Educational Assistance Programs
- Sick leave

About TSEC

The Tennessee STEM Education Center (TSEC) is a research center aimed at improving K-20 STEM education both locally and nationally. The center conducts STEM education research funded by various organizations including NSF and IES. The center also fosters partnerships among educators, education researchers, STEM researchers, and policymakers through research and outreach projects in STEM education. In addition to full-time center directors and staff, the center supports MTSU faculty as fellows and associate directors, PhD students in the Math and Science Education program, master's students, and undergraduate research assistants.

TSEC's current research portfolio contains qualitative and quantitative research projects, and focuses on a variety of topics including STEM teacher leadership, active learning post-secondary Chemistry courses, the development of online professional development for chemistry teachers, mathematics teacher learning through experience, video-based professional development for STEM teachers, and the role of visuospatial dimensions of STEM learning. A current list of funded research projects can be found on our website: <https://www.mtsu.edu/tsec/grants.php>

About MTSU

Middle Tennessee State University is a vibrant hub for educating students who are accomplished, civically engaged and globally responsible; an engine for research, innovation, and entrepreneurship; and a nexus of cultural, social, and artistic expression. MTSU, with almost 22,000 students, is located about 35 miles southeast of Nashville. The Mathematics and Science Education Program, housed in the College of Basic and Applied Sciences, has a strong track record of Discipline-Based Education Research (DBER) and houses the PhD program with concentrations in biological, chemical, mathematics, and interdisciplinary science education.