



**Job Description: Health Science Academy *Education Coordinator* – Feb 9 2024**  
**NYC-area residency required by job start**

The Health Science Academy (HSA) is a core program of the Arthur Ashe Institute for Urban Health (AAIUH). Founded in 1994, HSA is a collaboration between the Institute and SUNY Downstate Health Sciences University (SUNY DS) in Brooklyn, NY. HSA's health science pipeline program partners with public and parochial schools to offer academic health science enrichment afterschool programs to middle (during the school day at the schools) and high school students (after school at SUNY Downstate's campus). **HSA serves over 250 students, grades 6-12, per academic year.** The main pipeline component, "the Academy," "Academy Hybrid Learning" (AHL) is HSA's 3-year (six semesters) program for high-achieving high school students (sophomore-senior year) interested in health and science careers. Academy classes are held onsite at SUNY DS. Since 1994, HSA has served over 3,000 students in grades 6-12 and our alumni.

**Website:** [www.ArthurAsheInstitute.org](http://www.ArthurAsheInstitute.org)

**Title:** Education Coordinator, Arthur Ashe Institute of Urban Health, Health Science Academy

**Classification:** *Work schedule will include working 11:00- 7:00 pm M-W when HSA's Academy program is in session, occasional other evenings, and on 10 Saturdays in the spring, 9:00 am-1:30 pm.*

**Salary:** low \$50,000s commensurate with experience and education

\*Work will be performed in AAIUH's offices on-site at SUNY DS in Brooklyn

**You must be a US citizen or have a current visa or residency that allows you to work in the US without new sponsorship. Current NYC resident applicants preferred; NYC-area residency required by job start**

**Responsibilities include, but are not limited to assist HSA to:**

1. Teaches health science courses and maintains an updated, standardized health science curriculum across the HSA pipeline – middle school, 9<sup>th</sup> Grade Bridge, the Academy and summer programs
2. Evaluates and monitors students' performance and helps maintain students' academic records using Excel and Filemaker. This includes working with other HSA staff to send disciplinary letters to students, parents and liaisons during the academic year and annual report cards. Also is the lead for scheduling and participating in disciplinary meetings with the student and parent.
3. Recruits, trains and supervises the HSA instructors for the HSA pipeline: Middle school, 9<sup>th</sup> Grade Bridge, the Academy, and our summer programs
4. Recruits, trains and supervises part-time admin staff and interns to assist in the day-to-day activities of HSA.
5. Supports all other HSA programing (e.g., the students and alumni database, invoicing, documentation of HSA's processes, college/career prep workshops)

**Qualifications:**

BA/BS degree with course work in the science (e.g., chemistry, biology), health sciences **and/or** education of students grades 6-12 (e.g., afterschool curriculum, STEM pre-college programs, youth development, public health), **and teaching experience.** Master's degree preferred.

- **Must have at least one (1) year teaching experience with high school students, teaching science (e.g., biology, chemistry) or health science. Experience with middle school students is a plus, as is after-school experience.**
- **Experience teaching health science to URM middle and/or high school students is a plus.**

- **Knowledge of health disparities and public health issues regarding health science education.**
- **Advanced skills in Microsoft Word, Excel, and Power Point.** Knowledge of statistical packages such as SPSS or SAS is a plus.
- Ability to organize resources, establish priorities, and make procedural decisions and judgments. Strong multi-tasking and time-management skills are a must.
- Strong communication skills – written and verbal – to interact clearly and professionally.
- Strong research and analytical skills and attention to detail.

**Benefits for full-time staff include:**

- Time & leave starts at 25 days, including 11 holidays, 8 paid time off vacation/sick (PTO) in first year, 2 floating holidays & 4, quarterly mental wellness days with a \$25 gift card
- Medical, vision and dental plans
- SIMPLE IRA after two years of employment
- Health and transit pre-tax accounts
- Education benefits, time off for approved programs depending on work schedule (Not during AHL's class days)
- Professional development opportunities (e.g., developing poster abstracts for APHA &/or other conferences and attending if presenting, PASE workshops).

**Reports to:** Associate Executive Director of Health Science Education and the HSA Manager

**How to Apply:**

**Send resume and cover letter:** [Info@HealthScienceAcademy.org](mailto:Info@HealthScienceAcademy.org)

**You must include “*Applicant for HSA Education Coordinator*” in your subject heading.**

**Anticipated start date:** late March 2024

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